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ABSTRACT

These instructional materials were designed for students enrolled in Communication 1313 (COMM 1313), "Fundamentals of Communication," a course required for most curricula at the University of Arkansas. They include a library guidebook ("Guide to Mullins Library" by John M. Maxstadt and others) and computer-generated assignment sheets. A program which runs in CMS (with SAS and Script) contains question banks comprising 25 versions of each of the 13 questions. The program selects one version of each question at random and prints individual assignment sheets and separable answer sheets which are linked to the appropriate assignment sheets by a control number. Three assignment sheets have been included to indicate the variety in the versions of questions. Students find the answers to the questions in the library using the guidebook for reference. The assignments are graded using the corresponding answer sheets, and count as 5% of the COMM 1313 grade. Also included in this document are the "Master Plan," which gives criteria for the new question versions added each semester, the "Guide for Helping Students," which tells student assistants how to help COMM 1313 students with the assignment, the "Guide for Grading," which outlines the accepted answer variations for the short-answer questions, and the Pretest/Posttest, which is administered to determine what the students have learned. (Author/MAB)

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

LIBRARY ASSIGNMENT

COM 1313

INSTRUCTIONS:

Read the Guide to Mullins Library all the way through before you try to answer any of these questions. Otherwise, you will have no way of knowing where to find most of the answers, and you may get many of them wrong because you looked in the wrong place. It's also a good idea to actually walk through the tour section at the beginning of the Guide so that you will know where things are and where you can ask for help. The index in the back of the Guide will help you figure out which part of the Guide you should use to answer particular questions.

You are expected to read and think through the appropriate sections of the Guide before you ask for help. If you have read the Guide and are still having trouble with a question, you should ask for help at the Workbook Information Desk (in the study room north of the library entrance). Your COMM 1313 instructor can give you a schedule of hours for the Workbook Information Desk. You do not need to do all your work on the library assignment during that schedule, but you should save your questions and problems until the Workbook Desk is open. Do not go to any of the other public service desks (Reference, etc.) for help with any part of this assignment except question #12.

Most of the questions in this assignment require you to fill in the blank with a short answer. Make sure that your answers are as complete and accurate as possible, because misspellings, abbreviations, and incomplete answers will get half credit or no credit. Also, be sure that you find the exact items defined in the questions for your answers. There is only one correct answer to each question. If you don't understand a question or you find something wrong with one of the questions or you're not sure whether you have found the right answer or not, ask at the Workbook Information Desk during Desk hours.

When you are finished with your assignment, turn it in at the Workbook Information Desk. If there is no one at the Workbook Information Desk, you may turn in your assignment at the Reference Desk. Your instructor will give you the due date in class, and only your instructor can give you permission to turn in a late paper. MAKE SURE THAT YOUR NAME AND SECTION NUMBER AND YOUR INSTRUCTOR'S NAME ARE AT THE TOP OF THE FIRST PAGE.

Always write or print clearly. Good luck!

NOTICE: This is not a collaborative assignment. Submitting in your own name work for this assignment which was prepared totally or in part by another person constitutes academic dishonesty, and carries the penalties thereof.

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NAME_____

INSTRUCTOR_____SECTION_____

#1. What is the complete call number of the book by W. Robert Beavers published in 1977?

_____.

Where should this book normally be shelved? (Include special location or level and bay, as appropriate).

_____.

#2. What is the complete call number of a book, document, or microform about the moral and ethical aspects of sports for women?

_____.

Where should this item normally be shelved? (Include special location or level and bay, as appropriate).

_____.

#3. What is the complete call number of Venus, an Errant Twin (title)?

_____.

Where should this book normally be shelved? (Include special location or level and bay, as appropriate).

_____.

/324 /223 /101 /11DEC90

#4. Look up the listing for "Automobile rallies" in the Library of Congress Subject Headings, and answer these three questions:

Under what call number(s) should you be able to find books about automobile rallies? (according to LCSH)?

_____.

What is the first broader term listed?

_____.

What is the first subheading listed (under "Automobile rallies")?

_____.

#5. "Skiing" is not used as a subject heading in the Library of Congress Subject Headings system. According to the LCSH books, what subject heading is used instead?

_____.

#6. Number the following set of call numbers in the order they should appear in on the shelf.

DT	D	E
3 _____	736 _____	115 _____
S89	G4	L713

#7. Number the following set of call numbers in the order they should appear in on the shelf.

TJ	TJ	TJ
721 _____	721 _____	1133 _____
F72	F424	F3

#8. (Statistic, 2 points) As of Jan. 1, 1989, how many households in the U.S. own at least one television set? (first reported in 1990)

_____.

/823 /709 /605 /521 /404 /11DEC90

#9. On what date in 1986 was Corazon Aquino inaugurated President of the Phillippines? (current event, 2 points)

_____.

#10. What is the complete call number of Modern Age magazine?

_____.

Where should this month's issue normally be shelved? (Indicate special location or level and bay, as appropriate).

_____.

Where should the March 1979 issue normally be shelved? (Indicate special location or level and bay, as appropriate).

_____.

#11. Find a listing in one of the Wilson periodical indexes for R. Half's article on supervisors which appeared in Management Accounting in 1987 (look under the subject, not the author), and answer these four questions:

What is the complete title of the article?

_____.

What page is it on, in the magazine?

_____.

What is the complete call number for Management Accounting (New York) magazine?

_____.

Where would that issue of Management Accounting normally be shelved? (Include special location or level and bay, as appropriate).

_____.

/1103/1013/913 /11DEC90

#12. Suppose that you are doing research for a speech on agricultural chemicals and you need some journal articles. Go to the Reference Desk and ask a librarian to show you some of the better indexes to articles in agricultural journals. Write the title of any one of those indexes below.

_____

#13. Completely and correctly fill out a charge card for the book, One Flew Over the Cuckoo's Nest by Ken Kesey (call number PS 3561 E667 O54 1977; no special volume, copy, or part). You don't have to check out the book! Just staple the completed charge card to the space below and hand it in with the rest of the assignment.

16:04:49.00/1312/1225/11DEC90

LIBRARY ASSIGNMENT
EVALUATION FORM

Now that you have completed the library assignment for COMM 1313, we would like to know your reaction to it.

1. Please rate the parts of the assignment listed below by writing one of the following letters in each of the six spaces provided:

   A. VERY USEFUL. This part covered mostly new information which I will probably use again.
   B. USEFUL. I knew some of this information, but it was a good review anyway.
   C. BUSY WORK. I already knew all of this information.
   D. IRRELEVANT. I don't think I am ever going to have to use this information.
   E. CONFUSING. I didn't understand how to answer these questions.

   ____ Finding books

   ____ Finding information in reference books

   ___ Library of Congress Subject Headings

   ____ Finding periodicals

   ____ Indexes (Reader's Guide)

   ____ Other sections

2. What, if anything, would you add to the assignment?

3. What, if anything, would you remove from the assignment?

4. What questions in the assignment would you change, and how?

5. How long did it take you to complete the assignment?

6. How did you use the Guide to Mullins Library?

   ____ I read it through before starting on the questions and then used it as a reference. (Reading time:_____).

   ____ I only used it as a reference as I worked on the questions.

   ____ I didn't use it at all.

7. What, if anything, would you add to, delete from, or change in the Guide to Mullins Library? (use back sheet, if necessary.)

THANK YOU FOR FILLING OUT THIS EVALUATION.

* # of failed questions __	ANSWER SHEET # 16:04:49.00	Grade__	Date__

*1.1. RC 455.4 F3 B4

Level 4, Bay 2

*2.23. Microfiche BF 378 .A75 K32 (1983) (Audio Visual)

Audio Visual Department (or Microforms)

*3.24. QB 621 .B87 (1985) (Physics Library)

Physics Library

*4.4. GV1029.2

Automobile racing

Italy

*5.21. Skis and skiing

*6.5. 2,1,3

*7.9. 2,1,3

*8.23. 90,400,000 (or 98%)

*9.13. February 25, (1986)

*10.13.AP 2 .M628

Reserve Room (226)

Level 1, Bay 1

*11.3. "My boss is incompetent--what should I do?"

16

HF 5686 .C8 A27

Level 3, Bay 4

*12.25.Accept Agricola, Bibliography of Agriculture, or Biological and

Agricultural Index

*13.12.(Check slip to see that it is filled out correctly-follow guide)

1312/1225/1103/1013/913 /823 /709 /605 /521 /404 /324 /223 /101 /11DEC90

GUIDE FOR GRADING COMM 1313 LIBRARY ASSIGNMENTS

In general, an answer should be accepted for full credit if it is clearly recognizable as the correct answer and merely mistranscribed or misspelled. If an answer which would require precise transcription for practical purposes (a call number, for example) is mistranscribed, or if part of the requested information is given (a date but no page number, for example), give half credit. Parentheses are generally used on the answer sheet to indicate alternate answers or optional additions to answers. The word "or" is used when two basically different answers are acceptable; as in "Audio Visual (or Microforms)." Otherwise, the item in the parentheses is an additional piece that may be put on or left off without costing credit; as in "March 10 (1984)." Note that 1984 by itself does not get even partial credit in that example. Also note that only half credit should be given if the student provides two alternate answers and one of them is wrong (for example, if the item is in the Physics Library, "Physics Library or Level 4, Bay 1" would get half credit).

If there is any question about an answer, ask me personally. If a plausible (wrong) answer is given for any question and it does not seem like a guess (for example, a student might guess at a year, but is unlikely to guess at a person's name), show me this also. Some answers may have changed due to changes in the catalog, new reference books, etc.

1. (1 point) The call number given must be exactly the same, except for the decimal point and the year (if any), which may be excluded. If the call number is almost but not quite the same, give half credit.

   (1 point) The location should be exactly the same. If bay is given first and then level, give full credit. Half credit for right level, wrong bay. Watch for extended bays (marked with an asterisk); either the asterisk itself or some mention of the bay extension is required for more than half credit.

2. (1 point) The call number given must be exactly the same, except for the decimal point (required if it is a Dewey or SuDocs number), the year, and the location symbol (you can tell if the student noted the location symbol by the next answer). Give half credit for other minor variations.

   (1 point) Note when the special location may be defined as a level and bay. If this is acceptable, the answer sheet will say so. The Call Number & Location Guide lists levels and bays of a sort for special locations, as "Level 1, Bay --" for Audio Visual or Special Collections --give half credit. Abbreviations of special locations are acceptable for full credit if they are clear (AV for Audio Visual Department). No other variations are acceptable.

3. (1 point) The call number given must be exactly the same, except for the decimal point, the year, and the branch library indicator (you can tell if the student saw the indicator by the next answer). Give half credit for other minor variations.

   (1 point) Abbrevs. and misspellings are ok, as long as the branch library identified is clear. No credit for locations in Mullins Library (as level and bay). Half credit if both branch library and level and bay are given.

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4. (1 point) Call number should be exactly the same, except for decimal points and spaces. If answer sheet says JK 1991-1997 and the student answers JK 1991-JK 1997, for example, give full credit. Optional extra words will appear in parentheses on the answer sheet--these do not affect credit. Give half credit for very minor variations.

   (1 point) Give full credit if the heading is misspelled (as long as it is clearly identifiable) and if the student mistakenly put the "BT", "RT", or "NT" on the front. No credit for other variations. If a whole word is different, it's a mistake, not a misspelling. If only the first word of a multi-word heading is given, give half credit.

   (1 point) Give full credit if the subheading is misspelled (as long as it is clearly identifiable) and if the student mistakenly put the "--" on the front. No credit for other variations. If a whole word is different, it's a mistake, not a misspelling. If only the first word of a multi-word heading is given, give half credit.

5. (1 point) Give full credit if the heading is misspelled, as long as it is clearly identifiable. This is a question on which there is likely to be guessing, so anything materially different is wrong--no credit.

6. (1 point) The order must be exactly as it appears on the answer sheet. Some students will not fill in the blanks properly--they may use arrows or something. Try to determine if they got the three in the right order--if you aren't completely sure, give it to me. If they circled, checked, or otherwise marked only one number, and that one is number one, give half credit.

7. (1 point) See above.

8. (2 points) The most likely variations are given in parentheses on the answer sheet. Anything that seems close is probably correct (it will be pretty much impossible to guess on this one, so show me any wrong answers). In the case of statistics, a correct answer may be given in the wrong units (18,282 instead of 18,282 thousand, for example). If the question is worded in such as way that the units are already named, give full credit if the student assumed the unit provided; if the question said "How many thousand people . . . ?", "18,282 thousand" or "18,282" are both acceptable for full credit. "18.2 million" would also get full credit, but "18.2" with no unit mentioned would get only half. If a few of the later digits in a statistic are different or missing (1,923,118 or 1,923,000 instead of 1,923,295, for example), give full credit, because sources frequently differ at least that much. Note that half credit equals one point, not half a point.

9. (2 points) For names, abbreviations and misspellings are ok, as long as the name is clearly identifiable. Guesses will be common when the answer is a name--any name other than the one on the answer sheet is wrong. In the case of quotes, they may misread the quotes book and provide the title instead of the author. These possibilities are provided for on the answer sheet--give half credit, remembering that half is one point. If the answer is a date or a percent, it must be exact.

10. (1 point) Call number must be exact, except for the decimal point and the location symbol (if any). Any other minor variation gets half credit.

    (1 point) Abbreviations and misspellings are ok if the correct answer is a special location (like AV or the Reserve Room). If it is a level and bay, they must be exact. If a special location is expressed in level and bay as on the Call Number & Location Guide (Audio Visual as Level 1, Bay --, for example) give half credit. Watch for extended bays (marked with an asterisk); either the asterisk itself or some mention of the extension is required for more than half credit.

    (1 point) See above.

11. (1 point) Accept abbreviations, misspellings, etc., if title is clearly the one requested. If an important word is left off, give half credit.

    (1 point) Accept numbers if expressed in "Wilsonese" (583-9 for 583-589, for example). Half credit if ending number is omitted. Half credit if volume number or other extraneous information is included, unless the page number(s) are clearly labeled and identifiable as such (vol. 19, pp. 15-23 is acceptable, 19:15-23 is not).

    (1 point) Call number must be exact, except for decimal point and location indicator (if any). Any other minor variation gets half credit.

    (1 point) Abbreviations and misspellings are ok if the correct answer is a special location (like AV or the Reserve Room). If it is a level and bay, they must be exact. Give half credit for (accurate) level and bay given instead of special location ("Level 1, Bay --" for AV), as above. Watch for extended bays (marked with an asterisk); either the asterisk itself or some mention of the extension is required for full credit.

12. (1 point) Accept any one of the three or four answers listed on the answer sheet. Don't take off for multiple answers, garbled titles, or misspellings (if the title is recognizable at all). Nearly everyone should get this one right, with the reference librarians' assistance.

13. (1 point) You will have to look at the question sheet to determine whether the charge slip is filled out correctly. The question sheet will give the call number, vol., copy, and part (if any), and author and title. Make sure that:

    A. The call number is written or typed vertically; PN 476 E4 not PN 476 E4.

    B. The "student" box is checked.

    C. The author is last-name-first and complete.

    D. The title includes enough words to be identifiable.

    E. The ID, Name, Address, and Phone sections are filled in.

    F. Everything is completely legible.

    Half off for one or two things are wrong, no credit if 3 or more are wrong.

GUIDE FOR HELPING STUDENTS AT THE WORKBOOK INFORMATION DESK

Whenever a student comes to the desk with a question, remember to be polite and sympathetic, even if it is the zillionth time you have heard that question that day. The first thing to ask is where and how the student already looked for the answer to the question. If the student has not looked on his own, tactfully suggest that he try it before asking for help. Otherwise, the student's answer will help you diagnose the problem he is having with the question. If he appears to be doing everything correctly, check with him to see if the question itself is in error or the item (card catalog card, reference book, etc.) is not where it should be. Even if his mistake is obvious, it is better to go with him and let him show you what he did (wrong) and broach the possibility that he made a mistake on the way, if you have time for this.

The list below is probably not exhaustive, and it is intended only as a general guide. Try not to simply refer the student to the appropriate page in the guidebook. Help him look it up in the index or find it in the appropriate section if you can, so that he understands how to use the guidebook for the next question. If he won't look it up, at least let him watch you look it up--don't just toss off "page 46," as that will most likely frustrate the student and make him think that the guidebook isn't accessible unless one has memorized it.

After the student has read over the few lines or paragraphs which explain what he needs to know, use the Socratic method (leading questions) to elicit the correct method/answer from him. This helps him understand and remember the proper procedure and makes him feel like he figured it out for himself (a positive feeling). Discreetly try to point out the importance of reading the guidebook and understanding the procedures, but don't appear to preach. If a student is uncooperative about reading a little section of the guidebook or responding to questions and thinking for himself, be as tactful as you can. Avoid simply doing the question for any student; but there are some students who totally refuse to read or think or do anything for themselves. You will need to gauge for yourself the likelihood that a student is incorrigible and likely to become angry and abusive, which is no good to anyone. Don't beat a dead horse.

1. Personal author, to be found in the card catalog.
   Possible problems: Student not looking under last name first (p. 16)
   Student not treating last name as complete first filing element (p. 22)
   Student looking at cards wrong, or can't find call #
   Student can't find location for call # (p. 30)
   Card is missing or misfiled.

2. Subject, to be found in the card catalog.
   Possible problems: Student not breaking phrase into headings and subheadings (p. 21)
   Student not putting main heading first (p. 21; also requires some judgement--what is the book mainly about?)
   Student incorrectly identifying 1st element (p. 22)
   Student having trouble with spaces between words (23
   Student unaware of person/place/thing hierarchy (24)
   Student can't find special location (pp. 28-29)
   Student looking at cards wrong, or can't find call #
   Card is missing or misfiled.

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3. Title, to be found in the card catalog.
   Possible problems: Student not treating the whole title as one filing element (p. 22)
   Student having trouble with spaces between words (23
   Student unaware that titles come last in hierarchy (p. 24)
   Student can't find branch library name (pp. 28-29)
   Student looking at cards wrong, or can't find call #
   Card is missing or misfiled.

4. Call # range, related headings, and subheadings, to be found in LCSH.
   Possible problems: Student can't find LCSH books (p. 19, or see if someone has moved them)
   Student can't tell what to look under (interpret question--look under heading given in quotes)
   Student can't interpret LCSH listings (pp. 19-20)

5. "USE" reference, to be found in LCSH.
   Possible problems: Student does not know to use LCSH books.
   Student cannot find LCSH books (see above)
   Student does not understand "USE" reference (pp. 19-20)

6,7. Call # order questions.
   Possible problems: Student does not know what order call numbers go in (p. 31)

8. Reference question. There are many possible types. If the student can't immediately identify the type of reference source required, go over pp. 35-37.

a. Information book question (encyclopedia or handbook in subject area)
   Possible problems: Student does not know what type of book he is looking for (see above)
   Student looking for wrong subject (check question)
   Student can't find subject area in ref. (pp. 39-41)
   Student can't find answer in encyc./handbook (p. 42)
   Student selected wrong source in right area (try again)
   Book is not on shelf where it belongs.

b. Geographical question (atlas or gazetteer).
   Possible problems: Student not using the right kind of source (p. 36)
   Student can't find atlas or gazetteer (p. 36)
   Student has selected wrong atlas/gazetteer (try again)
   Book is not on shelf where it belongs.

c. Statistical question (almanac or statistical abstract--questions came from almanacs)
   Possible problems: Student not using right kind of ref. book (p. 36)
   Student can't find almanacs (p. 36)
   Student can't find answer in almanac (p. 36--help a little here)
   Student has selected wrong almanac (double-check question and try again)
   Almanac is not on shelf where it belongs.

9. Special speech source reference question. This may be a quotation, a current event (from Facts on File), a newspaper editorial (Editorials on File), or a gallup poll. Information on these sources is under "Special Reference Books for Speeches" in the guidebook, p. 42 (editorials and polls are under "Current Opinion").

a. Quotation, to be found in Bartlett's or The Home Book.
Possible problems: Student doesn't know what kind of book to use (p. 42, by way of the guidebook index).
Student doesn't know which book of quotes to use or how to find it (titles and call #s are on p. 42)
Student can't use concordance (p. 42--help a little)
Book isn't on shelf where it belongs.

b. Current event, to be found in Facts on File.
Possible problems: Student doesn't know to use Facts on File (p. 42, by way of the guidebook index under "current events"
Student is using wrong year volume (check question)
Student can't find item in volume index (check question--a little help may be given here)
Volume isn't on shelf where it belongs.

c. Newspaper editorial, to be found in Editorials on File.
Possible problems: Student doesn't know to use Editorials on File (p. 42, by way of the gb index--a common problem)
Student is using wrong volume, or volume isn't on shelf (see current event above).
Student can't find editorial in volume (easier not to use volume index, but to find subject section under date in the text--help a little)

d. Gallup poll.
Possible problems: Student doesn't know where polls are (p. 42)
Student isn't using volume index (point it out)
Volume isn't on shelf where it belongs.

10. Call # and location of magazine, to be found in Periodicals List.
Possible problems: Student doesn't know to use Per. List (p. 49)
Student doesn't know where to find Per. List (p. 6)
Student doesn't know how to interpret PL (pp. 49-50)

11. Periodical article, to be found in a Wilson periodical index and Periodicals List.
Possible problems: Student doesn't know what "Wilson periodical indexes" are or which one to use (pp. 46-47 by way of gb index; help a little with subject)
Student can't find "Index" call numbers (p. 4)
Student can't find subject in index (pp. 43-44--help a little here)
Student can't read listing in index (p. 44)
Student can't find location of periodical (see q. 8)
Student has looked in wrong vol. (p. 43--try again)
Index volume is not on shelf where it belongs.

12. (Refer all questions on #12 to the Reference Desk)

13. Charge card question
Possible problems: Student can't find charge cards (p. 33)
Student doesn't know how to fill out charge card (p. 34).

MASTER PLAN FOR COMM 1313 LIBRARY ASSIGNMENT QUESTIONS

1. Card catalog question. Information given is a personal author and at least one other non-indexing piece of information (publisher, date, etc.). Author's last name should be a word that can also be a subject (person or thing). Item as defined in question must be unique in the catalog. Information requested is call number (1 point) and location (1 point). Call number should be ordinary, location should be stacks on some level.

2. Card catalog question. Information given is a subject, with subheadings as needed (a simple subject with one subheading is strongly preferred). Item as defined in question must be unique in the catalog. Information requested is call number (1 point) and location (1 point). Call number must include special location symbol which is clear and easily identified from the call number guide slip--location should be in a special location in Mullins Library.

3. Card catalog question. Information given is a title, which must be unique in the catalog. Information requested is call number (1 point) and location (1 point). Call number must include indication that the item is in one of the other libraries on campus (fine arts, law, physics, chemistry, or learning resources).

4. LCSH question. Information given is a subject heading used in the LCSH. Heading must have one and only one call number range, at least one broader, narrower, or related term, and one subheading. Subheadings with cross-references of their own are to be avoided as confusing. Information requested is the call number range (1 point), the first broader term, narrower term, or related term listed (1 point), and the first subheading listed (1 point). Three points total.

5. LCSH question. Information given is a subject heading not used in LCSH which is listed with one and only one "USE" reference. Information requested is the "USE" reference. 1 point.

6. Call number order question. Three Library of Congress call numbers. Order should be determined by the first line. 1 point.

7. Call number order question. Three LC call numbers. Order should be determined by the whole number/decimal rule, i.e.: two should be the same except for the third line, in which one has a number that would be higher if it were a whole number (M26, for example) and the other has a number that is higher because it is treated as a decimal (M8, for example). The third item should have a different number on the second line, one that would appear in a different order vis a vis the other two if it were treated as a decimal. 1 point.

8. Reference question (information book or statistical source). Information given varies according to the source. Information book questions provide subject area, the name of a person, place, or thing, and request some sort of identification of it or other straightforward, non-variable piece of related information. Information given for statistic is the item, the date, and the date first reported (the date of the first almanac in which it appears). Information requested is the number. Items should come from the standard almanacs and/or the Statistical Abstract (2 points).

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9. Reference question (current events, current opinion, or quotation). Information given varies according to source. Current event questions provide a brief description of the event and the year it happened and ask for a piece of additional information (usually the exact date). Items should be found in Facts on File. Current opinion questions will provide the date and newspaper and general subject of an editorial and ask for additional information. All should come from Editorials on File. For quotation questions, information given is the text of a quote. Information requested is the author. All items should be in both Bartlett's and the Home Book. 2 points.

10. Periodicals list question. Information given is the name of a magazine or journal listed alphabetically by title in the periodicals list. Title must be located in at least two different places, by year--complicated or confusing entries should be avoided. Information requested is the complete call number (1 point), and two locations (one point each). The locations should be indicated informally but clearly. If current issues (in Reserve Room 226) are requested, indicate by a phrase such as "this month's" or "last week's", as an actual year may become non-current before this question is revised.

11. Wilson index question. Information given is the author, subject, title of magazine/journal, and year of an article listed in a Wilson periodical index. Items as defined in the question must be unique. It must be entirely clear from the subject of the question which Wilson index (from the list on guidebook pp. 46-47) it should be found in--the magazine or journal title may also help in this regard. Information requested is the title of the article (1 point), the page number (1 point), the call number of the periodical (1 point), and the location of the particular issue (1 point). The last two items will require use of the periodicals list and, in most cases, the call number guide slip. The periodical must, of course, be in our collection.

12. Reference service question. The question poses a research problem involving several reference or bibliographic sources and requires the student to ask a reference librarian for suggestions. The problems should be broad enough to be realistic and interesting (simulating speech topics or aspects thereof), but narrow enough to be confined to three or four source titles, which is the maximum number allowed. Reference librarians will generate the list of questions and answers, and a master list of answers, arranged by question version number, will be kept at the Reference Desk. Students will get credit for supplying any of the multiple answers given on the list. 1 point.

13. Charge slip question. This isn't actually a question, but a procedure. Information given is the author, title, and call number of a book in the catalog. Volume, copy, or part must be included if applicable. Student is to fill out a charge card and staple it to the answer sheet. 1 point.

COMM 1313 LIBRARY ASSIGNMENT
PRETEST/POSTTEST

Answer each question true or false (write T or F in the space by the number). Consult the Call Number & Location Guide (right) whenever you think it will help.

1. _____ The Mullins Library main card catalog only contains cards for items that are kept in Mullins Library.

2. _____ These two headings are in the correct order for the card catalog:

   Wood, Emily (author)
   Wood and Wood Products (title)

3. _____ You can use the Library of Congress Subject Headings books to find out how subjects are worded in the card catalog.

4. _____ These two call numbers are in the correct order:

GV	GV
567	567
B3	B217

5. _____ This call number would be found on Level Three in the extension of Bay Five:

   JC
   122
   R36

6. _____ Books in the Reference Collection are arranged by general subject area.

7. _____ Following the name of a magazine in any Wilson index, "4:107-10, O 6 87" means that the article is in volume four, the October 6, 1987 issue, on pages 107 to 110.

8. _____ All of the magazines in Mullins Library are kept in the Reserve Room.

9. _____ You can use the Periodicals List to find magazine articles on a subject.

10. _____ This call number would be found in the stacks on Level Three, Bay Four:

    AUDIO VISUAL
    Microfiche
    HG 1
    .W26

DO NOT RESHELVE BOOKS --- Leave Them on Tables

Call No.	Subject Area	Level	Bay
AB--AZ	General works	1	1
B----BF 1-999	Philosophy, Psychology	3	1*
BF--DK 1-65	Religion, History	3	1
DL--GN 1-890	History, Geography, Anthropology	3	2
GN--HD 1-81	Anthropology, Recreation, Social Science, Business	3	3
HE	Transportation, Communication	3	4*
HF--HZ	Business, Social Sciences	3	4
J----JM	Political Science	3	5*
JN--LZ	Pol. Sci., Law, Education	3	5
M----NZ	Music, Fine Arts	1	1
P----PC	Language, Literature	1	1
PD--PR 1-9999	Language, Literature	1	2
PR--PZ 5000-	Language, Literature	1	3
Q----QA 1-939	Sciences, Mathematics	4	1*
QA--QH 1-81	Astronomy, Physics, Chemistry, Geology, Natural History	4	1
QK--QL 451-1259	Botany, Zoology	4	2*
QL----S 451-749 50-	Zoology, Physiology, Medicine, Agriculture	4	2
S----TF 51-	Agriculture, Technology, Engineering	4	3
TG--VZ	Technology, Military & Naval Sciences	4	4
Z	Bibliography, Library Science	4	4
A, AA	Arkansas materials in Special Collections	1	--
ARK. COLL.			
Corp. Reports	on back wall of	3	1
GovD	Government Documents	4	4*
U.S. Doc.	Government Documents	4	5
Microforms, Recordings	In Audiovisual Department	1	--
Ref. Biblio. Index	In Reference Department	2	--
OV	OVERSIZED books are shelved at the back of each bay		
Building entrance and exit		2	--

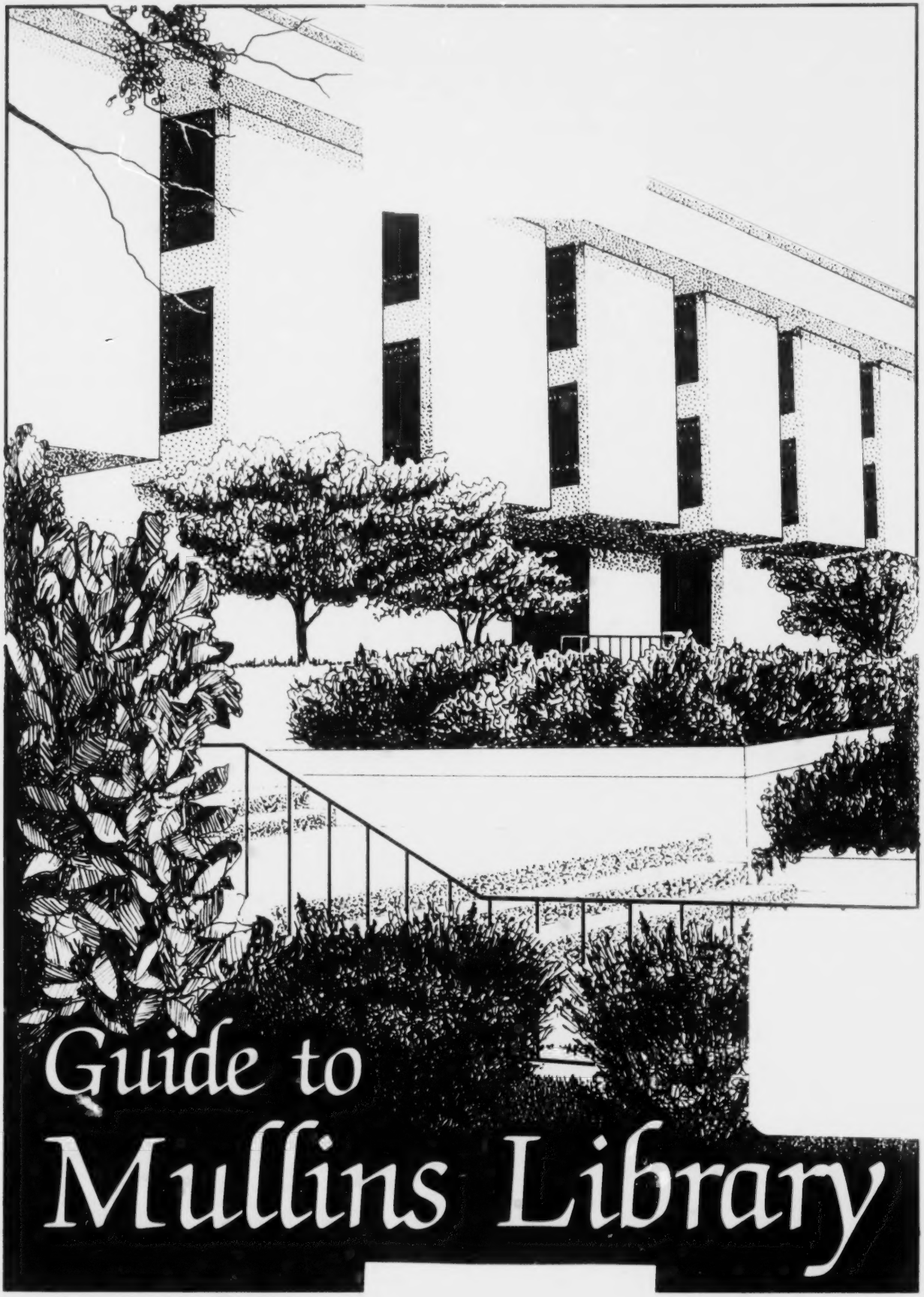
Items in branch libraries are noted on cards in main card catalog.

*shelved in extended bays

David W. Mullins Library
CALL NUMBER & LOCATION GUIDE

IR053562

BEST COPY AVAILABLE



Guide to Mullins Library

IROS 3362

UNIVERSITY OF ARKANSAS LIBRARIES

TELEPHONE NUMBERS AND REGULAR HOURS

MULLINS LIBRARY

575-4104

Monday-Thursday:	7am-11pm
Friday:	7am-6pm
Saturday:	9am-6pm
Sunday:	10am-11pm

CHEMISTRY LIBRARY

211 Chemistry Bldg., 575-2028

Monday-Thursday:	8am-5pm/7pm-10pm
Friday:	8am-5pm
Saturday:	9am-1pm
Sunday:	CLOSED

FINE ARTS LIBRARY

103 Fine Arts Bldg., 575-4708

Monday-Thursday:	8am-11pm
Friday:	8am-6pm
Saturday:	10am-6pm
Sunday:	1pm-11pm

LAW LIBRARY

214 Waterman Hall, 575-5604

Monday-Thursday:	8am-Midnight
Friday:	8am-11pm
Saturday:	9am-11pm
Sunday:	1pm-11pm

LEARNING RESOURCES CENTER

203 Peabody Hall, 575-5444

Monday-Friday:	9am-4pm
Saturday-Sunday	CLOSED

PHYSICS LIBRARY

102 Physics Bldg., 575-2505

Monday-Friday:	8:30am-5pm
Saturday-Sunday:	CLOSED

GUIDE TO
MULLINS
LIBRARY

by

John M. Maxstadt

and

The faculty and staff of Mullins Library

4th edition, July 1990

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ACKNOWLEDGEMENTS

My thanks to the Library of Congress for permitting the reproduction of the excerpts of Library of Congress Subjects Headings (12th edition) which appear on pages 19 and 20, and to the H.W. Wilson Company for permitting the reproduction of the excerpts of Readers' Guide to Periodical Literature (Dec. 25, 1987 issue) which appear on pages 43, 44, and 45.

My special thanks to Anne Marie Candido for all her help in editing this guidebook.

SECTION ONE

INTRODUCTION TO THE UNIVERSITY OF ARKANSAS LIBRARIES

Welcome to the University of Arkansas Libraries! Whether you're a new undergraduate student, graduate student, or faculty member, you'll soon discover that the UA Libraries system is one of your most important resources on campus. Whenever you are working on a paper, a speech, or a research project, you will need to find information at one of the libraries. You can also use the libraries' materials to keep informed in your subject area, to keep up with current events, or just to enjoy some pleasurable reading, listening, or viewing.

If this is your first experience with a university library, you may be surprised at the size and complexity of the UA Libraries. Mullins Library alone has four large floors full of books and other library materials. In all, the UA Libraries have over two and a half million items, including books, magazines, journals, newspapers, maps, pamphlets, government documents, manuscripts, archives, microforms, records, tapes, compact discs, and computer databases.

There are twelve different collections and departments where special library materials are kept in Mullins Library, in addition to three floors of stacks. Materials on certain subjects are also kept in the branch libraries: the Fine Arts Library in the Fine Arts Building, room 103; the Law Library in Waterman Hall, room 214; the Learning Resources Center in Peabody Hall, room 203; the Chemistry Library in the Chemistry Building, room 211; and the Physics Library in the Physics Building, room 102.

The good news in all this is that there is an enormous amount of information and research materials available to you as a member of the UA community. You should be able to find all kinds of library materials on practically any subject. The bad news is that finding materials on your subject can be more difficult here than it is in a small public or school library. If you haven't used a large university library very often, you will have to learn some new library skills.

That's what this guidebook is for--to teach you new library skills. It is designed to tell you which library tools to use to find different kinds of materials and to give you step-by-step instructions on how to use those tools. For example, Section Three recommends that you use the card catalog to find books, and then it tells you exactly how to use the card catalog. Most of this information will help you in any college or university library, although some of it is specific to the UA Libraries.

The information in this guidebook should go a long way toward making you an independent library user. However, no book can cover every possible question or problem you may have in using the libraries. Fortunately, the UA Libraries are designed to help you as much as possible in your library work. There are ten public service areas in Mullins Library alone. If you're not sure where to ask for help, the best place to start is at the Reference Desk on Level Two (ground level) of Mullins Library. If the reference librarians can't answer all of your questions, they can direct you to someone who can.

SPECIAL NOTES FOR COMM 1313 STUDENTS

When you are looking for material for your speeches or doing other library work, you are welcome to ask for help at the Reference Desk or any other public service station. However, when you are working on the library assignment that came with this guidebook, you are expected to do the work on your own. The reference librarians have been asked not to help you with it; they are familiar with all of the questions from the library assignment and should have no trouble recognizing them as such.

However, there is a place where you can get help with your assignment: the Workbook Information Desk. This is a small table in the study room to the left of the library entrance. It is not open as many hours per week as the Reference Desk. You will receive a schedule for the Workbook Information Desk when the library assignment is presented in class. If you have a problem with the assignment when the Workbook Information Desk is closed, you must return to the library when the desk is open.

The help you get at the Workbook Information Desk will be somewhat limited, because you are expected to do most of the work yourself using this guidebook. The staff member will help you find appropriate sections of the guidebook and go over them with you if you have trouble understanding them. If you run into a problem that is not covered in the guidebook, the staff member will help you with that also.

If you have read and followed all the instructions in the guidebook and you still can't find the answer to a question, you should certainly tell the staff member at the Workbook Information Desk. Something in the library may have changed since the question was written; for example, the card you need may have been removed from the card catalog. If you tell the person at the desk about this kind of problem, you will get credit for the question and the question will be changed in future assignments.

Overall, the library assignment questions have been specifically designed to be simple and straightforward. You should be able to find all of the answers by using the library tools (the card catalog, indexes, etc.) exactly the way the guidebook suggests. All the other information you need will be in the question itself; and your answer should match all of the specifications in the question exactly. There are no "trick questions" in the COMM 1313 library assignment.

Before you begin your assignment, you should read through this guidebook. You don't need to memorize all the specifics, but you should know the guidebook well enough to refer to it when you need information for the assignment. For example, if you're having trouble finding a heading in the card catalog, you should know to look up the filing rules even though you are not likely to have them memorized. If you haven't looked through the guidebook, however, you won't know where to look or what to look for.

This guidebook will be your main source of help with the assignment. It will also be useful when you do library research for your speeches or other class projects, or any time you want to use a university library. Also, you should feel free to ask for help at the Reference Desk and the other public service areas whenever you are doing library work other than this assignment.

SECTION TWO:

A SELF-GUIDED TOUR OF MULLINS LIBRARY

This section is designed to help you find the different collections, library-use tools, and service departments in Mullins Library. Each collection, tool, and department is listed below by number. The numbers correspond to those that appear on the maps of the different levels of the library, also shown below. You can use the maps to find a collection, tool, or department, and then you can use the text description to learn what it is and how to use it.

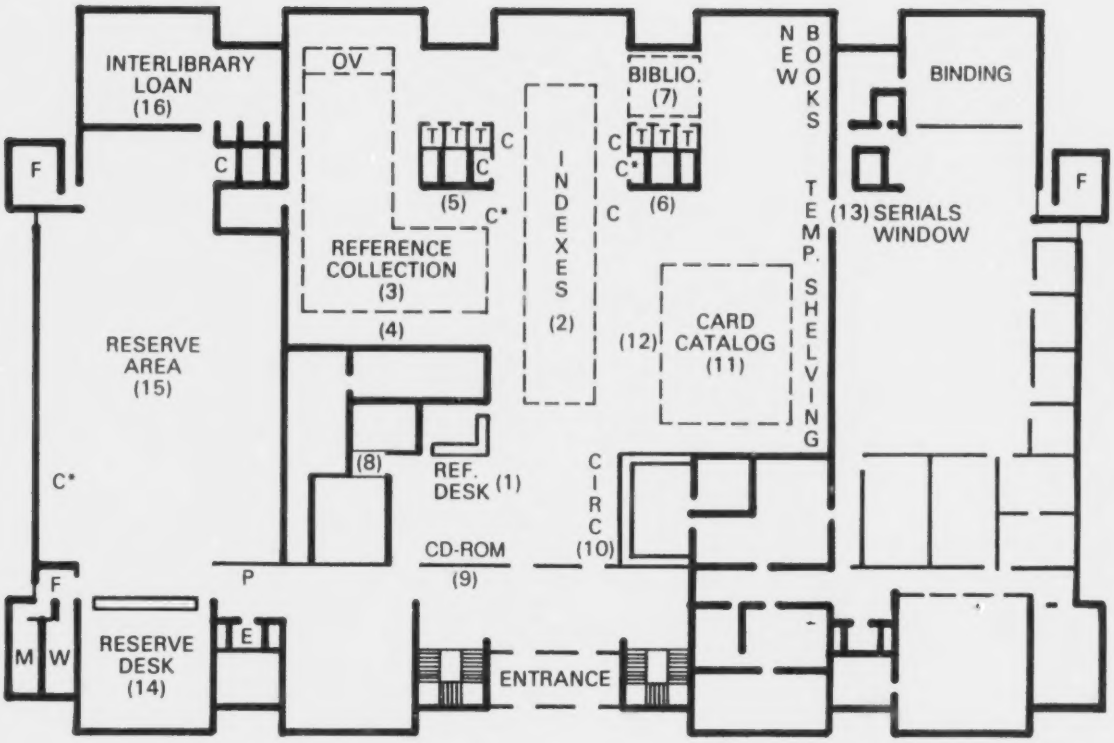
Some of the collections, tools, and departments will be explained in more detail later on in this guide. The descriptions of those areas below will tell you where to look for more information. Other areas will not be covered again, so more information is given for them in this section.

If you are not very familiar with the layout of Mullins Library, it is a good idea to actually walk through this tour, going from number to number and reading about each area when you get to it. The number for each area will be posted on the wall or furnishings in the actual area. For example, a "1" is posted on a pillar next to the Reference Desk on Level Two.

If you have spent a lot of time in Mullins Library and you know how it is arranged, you may not want to use this section as a walking tour. It may still help you find some collections and departments that you have not used before. The alphabetical directory at the end of this section may also help you find particular services or kinds of material.

The self-guided tour begins with the map of Level Two on the next page.

LEVEL TWO



1. REFERENCE DESK

This is usually the first place to ask for help if you are having trouble finding or using materials in Mullins Library. The librarians and library assistants who work at the Reference Desk will answer questions about where things are in the library. They will also help you look up specific facts and figures, help you use reference books and other library tools, and help you get started on a research project, among other things. If they can't help you, they will tell you where in the library you can go for the information and materials you need.

The Workbook Information Desk is in the study area to the left of the library entrance. This is where COMM 1313 students should ask questions about their library assignments.

2. INDEX COLLECTION

All of the library materials with "Index" above the call number in the card catalog or Periodicals List are kept on the shelves in this area. They are arranged by LC call number. These materials include periodical indexes, abstracts, citation indexes, and newspaper indexes. Indexes are designed to help you find articles in magazines, journals, and newspapers. There is more information about the index collection in Section Five, "How to Find Magazine, Journal, and Newspaper Articles," beginning on page 43.

3. REFERENCE COLLECTION

Almost all of the books with "Ref" above the call number in the card catalog or Periodicals List are kept on the shelves in this area. The rest are kept behind the Reference Desk or on reserve. White and red styrofoam "dummies" on the shelves will tell you when a reference book is kept at the desk or in the Reserve Department.

When a new edition of a book is published every year, sometimes the newest edition is kept in the reference collection and the older editions are kept in the stacks. Books like these are labeled "Latest in Ref." in the card catalog.

Reference books that are too large for regular shelves are kept on the last row of shelves in the reference collection (marked "OV" on the map). These books have "Ref ov" printed above the call number or "Ref" above the call number and "Oversize Shelves" stamped on the card in the card catalog. The rest of the reference books are arranged by LC call number on the other shelves in the reference collection.

Most of the books in the reference collection are books of facts and figures, like encyclopedias, dictionaries, atlases, almanacs, and directories. The rest are bibliographies. There is more information about reference books and how to find the one you want in Section Four, "How to Find Information in Reference Books," beginning on page 35.

4. REFERENCE FILES

The card files and other cabinets along this wall contain special reference materials and tools. The first card file is the reference card catalog. It works like the main card catalog, but it has cards only for materials in the reference collection, index collection, and bibliography collection. These cards are also in the main card catalog. Cards with red stripes across the top are for reference books that are kept behind the Reference Desk. Cards with blue stripes are for books that are kept in the Reserve Room.

The Speech Subjects Index is kept in the same card file. It has cards for issues of Editorial Research Reports, Congressional Digest, The Reference Shelf, and other publications that may help students who need to find topics and basic information for speeches. This index ended in 1987. A more recent index of Editorial Research Reports and Congressional Digest is kept at the Reference Desk.

The next cabinet, past the locked filing cabinet and the door, contains Arkansas maps. There are topographic maps, county road maps, and other special maps of Arkansas.

The rest of the cabinets are mostly devoted to Arkansas materials. There is a clippings file, an Arkansas Newspaper Index, a University of Arkansas publications index, and an Arkansas Periodical Index. Most of these are no longer updated, but you can find more current indexes to Arkansas materials at the Reference Desk and in Special Collections. There is also a catalog of non-English books in the UA Libraries, arranged by language and subdivided in call number order.

5. TELEPHONE BOOKS

The telephone books on these shelves are arranged alphabetically by the name of the city or other area (the Richmond, Va. book and the Rio Grande Valley book are under "R," for example). Telephone books for Fayetteville, Fort Smith, Tulsa, Little Rock, Prairie Grove, Rogers, and the UA, Fayetteville, campus are kept at the Reference Desk. Telephone books for big cities outside the U.S. are shelved after the U.S. telephone books. There are many U.S. and foreign telephone books which the library does not own. Ask at the Reference Desk for an index which tells you which cities are listed in which telephone books.

City directories are kept here on the bottom shelf (Fayetteville and Little Rock at the Reference Desk). These are also called "criss-cross directories" because they list telephone numbers in numerical order and by address as well as by name. Most of the city directories are a few years old and do not include new addresses and telephone numbers.

6. ATLAS CASE and the PERIODICALS LIST

Several atlases (books of maps) are kept on these low shelves. The atlases shelved here have "Atlas Case" stamped above their call numbers in the card catalog. Other atlases are kept in the stacks and in the reference collection. There is more information about atlases in Section Four, "How to Find Information in Reference Books," on page 36.

The Periodicals List is a red book. Copies are fastened to the table in front of the atlas case. These books list all of the current magazines, journals, and newspapers in the UA Libraries. They are listed in alphabetical order by title. For each title, the Periodicals List gives the call number and holdings (the volumes and issues that the library has). Copies of the Periodicals List are also kept at the Reference Desk, Workbook Information Desk, Reserve Desk, the Audio Visual Department, and on all the other levels of the library. There is more information about the Periodicals List in Section Five, "How to Find Magazine, Journal, and Newspaper Articles," beginning on page 49.

7. BIBLIOGRAPHY COLLECTION

Several bibliographies (lists of books and other information sources) are kept on these shelves. All of them have "Biblio" printed above the call number in the card catalog. Some list only materials kept in a particular library or collection, such as the Library of Congress or the British Museum. Others list only certain kinds of materials, such as serials (magazines and newspapers) or manuscripts. Subject-related bibliographies are kept in the reference collection and in the stacks.

8. PAMPHLET COLLECTION

The vast majority of pamphlets in the UA Libraries are kept in these white shelves next to the Reference Desk. They are not listed in the card catalog. The pamphlets in this area are divided into three groups: careers, travel, and general subjects. Within these groups, the pamphlets are shelved alphabetically by subject. If you want to check out a pamphlet, ask at the Reference Desk.

9. CD-ROM TERMINALS and REFERENCE MICROFORMS

You can use the computer terminals in front of the Reference Desk to run free database searches and to print out the results. Presently, the library has CD-ROM databases in psychology, education, medicine, agriculture, engineering, business, language and literature, Arkansas periodicals, and maps of Arkansas and the world, but more subjects will be available as the library obtains more databases. These terminals are used for database searching only, not for word processing. To reserve a terminal, you will need to use the sign-up sheets on the clipboard near the appropriate terminal, or you may call the Reference Desk and make an appointment. Instruction manuals and instructional handouts are available at each terminal. If you need more help than you can get from these materials, ask at the Reference Desk.

The library materials that have "Ref Microfiche" above the call number in the card catalog or Periodicals List are kept in the black cabinet in this area. Most of these are indexes and bibliographies, like those kept in the index collection and the bibliography collection. The microfiche set that is used most often is BioBase, a master index to most of the important biographical reference books in the library. The machine you use to read the microfiche is to the left of the cabinet. The reference librarians will help you find microfiche and use the machine.

Around the corner, in the study area to the left of the library entrance, are two microfilm reading machines. Each is loaded with an index on computer-output microfilm. The Magazine Index is an index of articles in general, business, and computer magazines. The National Newspaper Index lists articles in the Christian Science Monitor, Los Angeles Times, New York Times, Wall Street Journal, and Washington Post. Both are arranged alphabetically by subject. Call numbers for newspapers indexed in the National Newspaper Index are listed on the side of the machine. Abbreviations in the article listings indicate the edition(s) in which an article appears; note that the library owns only two of the three editions of the New York Times. These indexes cover only the last few years and only a small percentage of all the magazines, journals, and newspapers in this library, so you will often need to use indexes and abstracts from the index collection as well.

10. CIRCULATION DESK

This is where you check out and return books from the stacks. If you want to check out materials from special locations, you must ask in those individual departments. When a book you want is not in the stacks, the staff at the Circulation Desk will recall it if it is checked out or help you fill out a locate form and start a search for it if it is missing.

Fines for overdue books are paid at the Circulation Desk. The standard fine is fifty cents on the fifth day overdue and ten cents every day thereafter, up to $3. Staff members at the desk make change ($5 to $20) for the copiers, assign study carrels, rent typing booths, schedule group study rooms, and handle requests for materials to be picked up or placed on hold.

11. CARD CATALOG

The card catalog lists all of the books, magazines, journals, newspapers, microforms, and audio-visual materials in Mullins Library as well as many government publications and maps and most of the materials in the branch libraries. Library materials are listed by author, title, and subject in one combined alphabet. There is more information about using the card catalog in Section Three, "How to Find Books and Other Materials in the Card Catalog," beginning on page 15.

Next to the card catalog, on the post marked "$CHANGER," is the VendaCard machine. Most of the copiers in the library take VendaCards instead of coins. You can buy a VendaCard for a dollar, and you get fifty cents' worth of copies on the card. If you keep the card, you can get full copy value for every additional dollar you put on it.

12. LIBRARY OF CONGRESS SUBJECT HEADINGS

The Library of Congress Subject Headings is a three-volume set of large red books. Two of these sets are kept on a long table in front of the card catalog, and a third is kept on the reference card catalog. These books list the subject headings used in the card catalog, except for most personal and place names. They also give related subject headings and some subheadings for most headings. Some of the headings listed are not found in the card catalog because the UA Libraries don't own any books on those subjects. There is more information about the Library of Congress Subject Headings in Section Three, "How to Find Books and Other Materials in the Card Catalog," beginning on page 19.

13. SERIALS WINDOW

Ask here if you can't find a particular issue of a magazine, journal, newspaper, or corporation annual report in the stacks or in the Reserve Room. Serials staff members work at this window weekdays until 4:30 pm. When the window is closed, ask at the Reference Desk instead.

14. RESERVE DESK

Faculty members put books, copies of articles, old tests, and other materials "on reserve" behind this desk for their students to use. Materials on reserve are listed in the reserve catalog, a small card catalog that faces the Reserve Desk. If your professor has put a book or article on reserve for your class, you will find it under his or her name and the course number. To check out the item, give the Reserve Desk staff the call number (from the card) if the item is a book, or the professor's name and the folder number if it is an article.

The reserve catalog contains other special files. The file of old sample tests placed on reserve by some professors is arranged by professor's name. The file of library materials that are permanently on reserve is arranged by author, under the categories of "general reserve," "reference reserve," and "census."

14. RESERVE DESK (continued)

The most recent issues (up to three months old) of the most popular magazines and journals in the library are kept behind the Reserve Desk. You can ask for them by name and check them out with your ID, but you have to use them in the Reserve Room. The remaining issues for the current year are on the shelves in the Reserve Room, and the older issues will be in the stacks or on microform (see Section Five, "How to Find Magazine, Journal, and Newspaper Articles," pages 49-50).

The current issues of all the newspapers received by the library (except the single most current daily and Sunday issues of each paper) are also kept behind the Reserve Desk. From two to twelve months of issues are kept, depending on the newspaper. You can ask for them by name and check them out with your ID, but you can't take them out of the Reserve Room. The single most recent daily and Sunday issues of each newspaper are kept on racks in the Reserve Room (see below). If we keep the older issues, they will be on microfilm in the Audio Visual Department on Level One. There is a list of all the newspapers the library currently receives in the reserve catalog.

15. RESERVE ROOM

The racks immediately in front of the Reserve Desk contain the single most recent daily and Sunday issues of every newspaper the library currently receives. They are fastened to bars which are marked with the name of the paper.

The shelves along the walls and further out into the Reserve Room (towards Interlibrary Loan) contain current issues of magazines and journals. Only magazines and journals which have the notation "CURRENT ISSUES IN RESERVE ROOM 226" are kept in the Reserve Room. The most recent issues of a few of them are kept behind the Reserve Desk (see above). Issues more than a year old are usually bound and in the stacks or on microform and in the Audio Visual Department on Level One. See Section Five, "How to Find Magazine, Journal, and Newspaper Articles," pages 49-50, for more information.

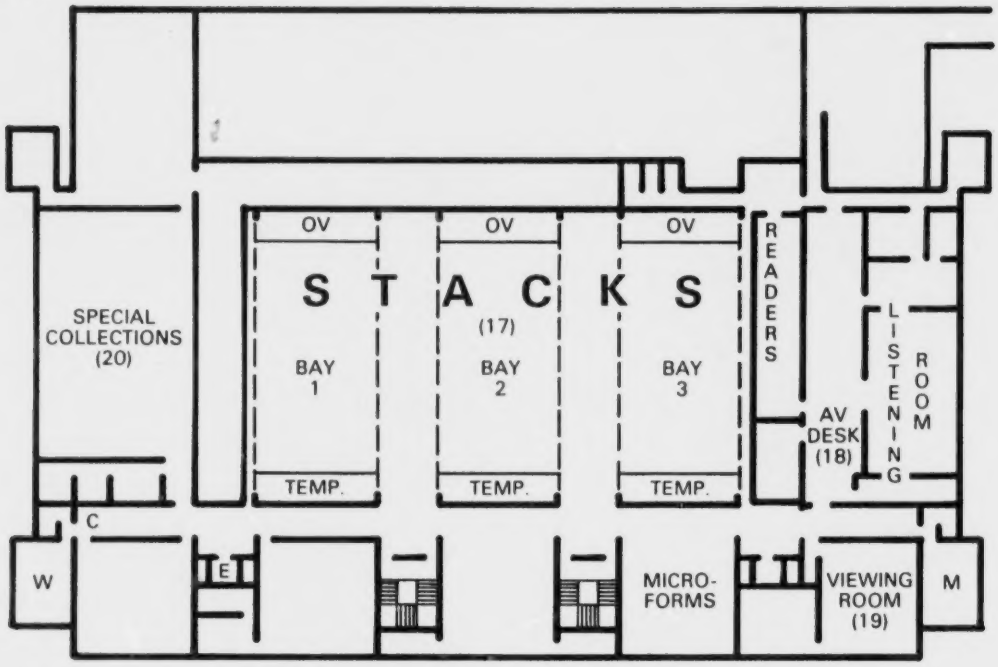
The Reserve Room is a quiet area, and we ask that you work quietly so that others can study here.

16. INTERLIBRARY LOAN

The staff in Interlibrary Loan borrows materials from other libraries for use by UA students and faculty. If you need a book, magazine article, or other source that the UA Libraries do not have, you may order it through Interlibrary Loan. Many libraries will charge UA Libraries for borrowing their materials, and that charge is passed on to you. Charges can be up to five dollars or occasionally more.

When you want to order an item through Interlibrary Loan, make sure you have the full bibliographic information (see glossary, page 55) and the name, date, and page number of the source you used to get that information. It takes about two weeks for an item to arrive through Interlibrary Loan.

LEVEL ONE



17. LEVEL ONE STACK AREA (A-AZ, M-PZ)

Each stack area is divided into "bays" (see map). Books and other items are shelved in these bays in call number order. Signs posted at the front of each bay tell you which call numbers are shelved in that bay, and range finders posted on the ends of the rows of shelves tell you more specifically which call numbers are shelved in each row.

The first row in any bay is called "temporary shelving" (marked "TEMP" on the map). Books that have been taken off the shelf or checked out and returned are shelved in temporary shelving (in the appropriate bay) before they return to the regular shelves. If you can't find a book on the usual shelf, check the temporary shelving at the front of the bay.

Books and other materials that are too large for the regular shelves in any given bay are placed in the "oversize" shelves in the back of that bay (marked "OV" on the map). These items are marked with an "ov" above the call number in the card catalog and/or "OVERSIZE" above the call number in the Periodicals List.

There is more information about finding materials in the stacks in Section Three, "How to Find Books and Other Materials in the Card Catalog," beginning on page 27. The stack areas are quiet areas, and we ask that you work quietly in them so that others can study.

18. AUDIO VISUAL DEPARTMENT

The Audio Visual Department is divided into four main areas: the AV Service Desk, the listening room, the microforms room, and the microform readers area.

18. AUDIO VISUAL DEPARTMENT (continued)

Staff at the AV Service Desk will help you find microforms (see glossary, page 57) and use the microform readers and copiers. They will also set up records, tapes, and compact discs for you to listen to and videotapes for you to watch. If you need help of any kind in any part of the Audio Visual Department, ask at the AV Service Desk.

You can listen to records, CDs, and tapes, and watch videotapes in the Listening Room, if you have your ID. The staff person at the AV Service Desk will set up the equipment for you. The library has a large collection of recordings, including a variety of musical recordings, speeches, poetry readings, interviews, plays, and seminars on subjects such as psychology, social issues, and literature. The collection of videotapes is smaller and consists mostly of plays and classic movies.

Microfilms and microfiche are stored in the cabinets in the Microforms Room. Most of them will be labeled "AUDIO VISUAL Microfilm" or "AUDIO VISUAL Microfiche," or at least "Film" or "Fiche," in the card catalog and the Periodicals List. The microfilm cabinets are self-service, but the microfiche cabinets are locked. Ask at the AV Service Desk if you need help finding a microfilm or microfiche. Materials labeled "Microcard" or "Microprint" or "MP" in the card catalog are not kept in this room. Ask at the AV Service Desk for help in finding them.

You need to use a microform reader to read microforms, and most of the readers are in the area past the AV Service Desk. The desk staff will be happy to show you how to use these machines. The microform copying machines are right next to the readers. Microform copies cost fifteen cents per page, and you need a VendaCard (see under CARD CATALOG, page 8) to use the machines. If you need any help with the copy machines, ask at the AV Service Desk.

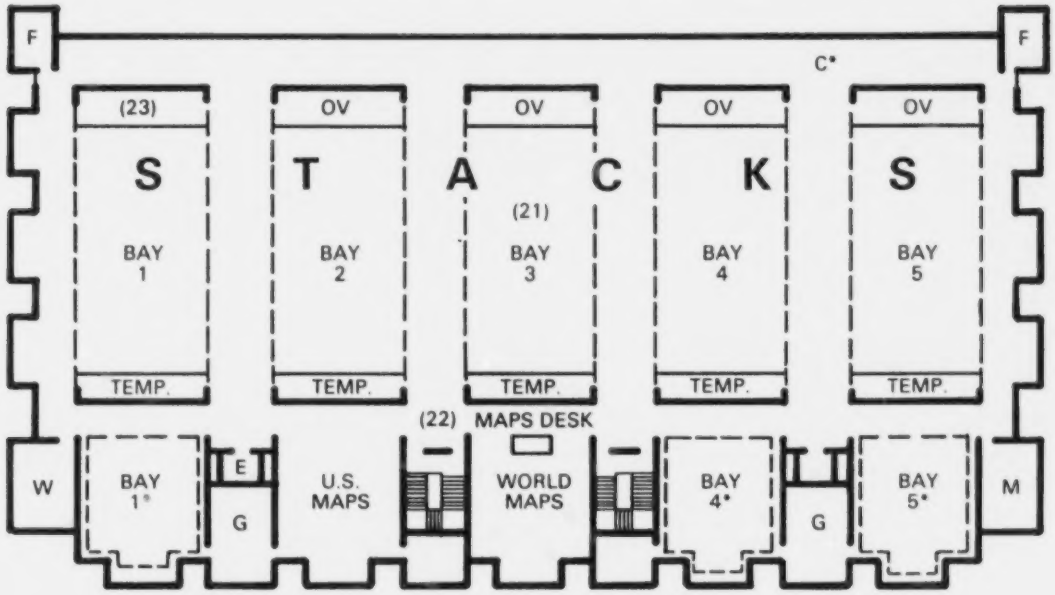
19. VIEWING ROOM

Library orientation lectures are given in this room by librarians in the Reference Department. Faculty and students can also use this room to make audiovisual presentations to classes or recognized campus groups. AV presentations are scheduled at the AV Service Desk.

20. SPECIAL COLLECTIONS

Research materials in this department include manuscripts and archives (see glossary, pages 56 and 55), rare books, and special Arkansas books, maps, and photographs. Many of these items are not listed in the main card catalog, but there are files and finding tools in Special Collections to help you locate them. Those listed in the card catalog are labeled "A," "AA," "Ark Coll," or "Special Coll" as part of the call number. Special Collections is a quiet area, and we ask that you work very quietly here. The stacks are closed, but a staff member will bring you any items you wish to use. Please use Special Collections materials carefully and follow departmental procedures for security and preservation, because most of the materials are fragile and difficult to replace. Materials in Special Collections can't be checked out, but you can have photocopies made of most items.

LEVEL THREE



21. LEVEL THREE STACK AREA (B-LZ)

In general, this stack area works exactly like the one on Level One (see LEVEL ONE STACK AREA, page 10). You should notice that some of the bays extend to the front (west) wall of the building. These areas are called "bay extensions." They are marked on the call number guide slips with an asterisk (see page 30). Also note that the "OV" section of Bay 1 has been replaced with the Corporation Annual Reports (below).

22. MAP COLLECTION

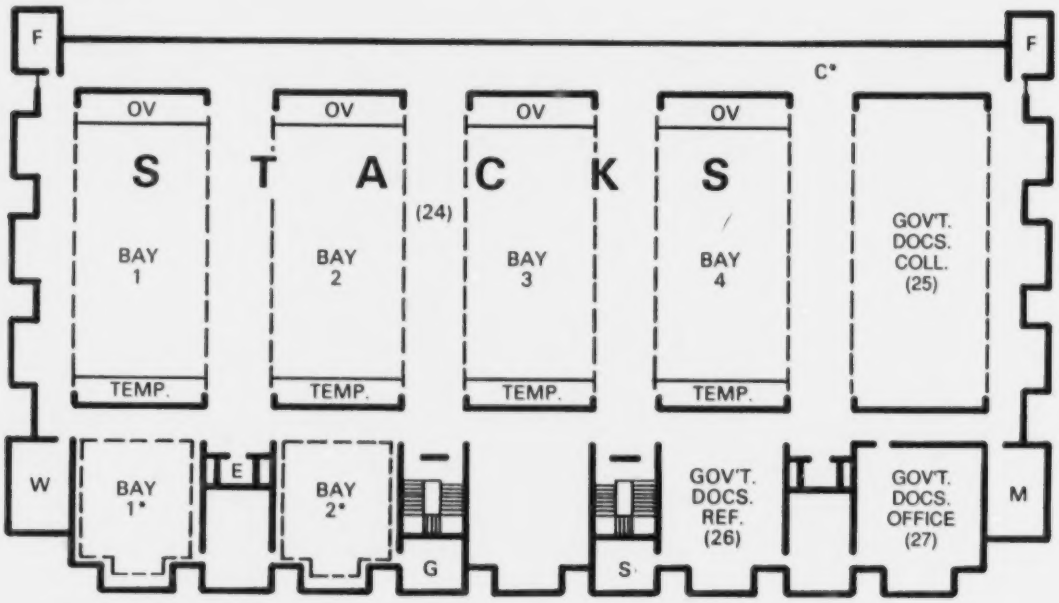
Topographic and geologic maps of the United States, produced by the U.S. Geological Survey, are kept in map cases in the area marked "U.S. MAPS" on the Level Three map. Maps of all parts of the world, including detailed topographic map series and other kinds of maps from a variety of sources, are kept in the area marked "WORLD MAPS." The Map Assistant will help you find and use maps. When the Map Assistant isn't there, you can ask for help at the Reference Desk on Level Two.

Some maps are kept in other parts of the library. Atlases, which are books of maps, are kept in the Reference Department and in the stacks. Road maps and some Arkansas topographic maps are also kept in Reference. CIA maps are kept in U.S. Government Documents on Level Four. Historic maps of Arkansas are kept in Special Collections.

23. CORPORATION ANNUAL REPORTS

These are printed copies of the annual reports of many U.S. and international corporations. There is a much larger collection of annual reports, including 10K reports, on microfiche in the Audio Visual Department. The Q-File, an index to many of these corporation reports, is available at the Reference Desk.

LEVEL FOUR



24. LEVEL FOUR STACK AREA (Q-Z)

In general, this stack area works exactly like the one on Level One (see LEVEL ONE STACK AREA, page 10). Note that some of the bays extend to the front (west) wall of the building, as on Level Three. Bay 5 is the U.S. government documents collection, which is explained below.

25. U.S. GOVERNMENT DOCUMENTS COLLECTION

The U.S government is the largest publisher in the world. Copies of most government documents are sent to depository libraries like Mullins Library. These documents include books, magazines, microforms, and other materials on practically all subjects, particularly government activities (legislation, regulation, court cases), social issues, and statistics.

Most of the U.S. government documents in Mullins Library are shelved in Bay Five on Level Four. They are arranged by Superintendent of Documents call number (see page 31). The ones listed in the card catalog are labeled "U.S. Doc." above the call number, but most U.S. documents are not in the card catalog at all. You can find them by using the indexes in U.S. Government Documents Reference (below) or by asking a librarian in the U.S. Government Documents Office (next page).

26. U.S. GOVERNMENT DOCUMENTS REFERENCE

Indexes to government documents and articles in government magazines and journals are kept in this area, along with census documents, the U.S. Code, the Arkansas Code, and other heavily-used research tools. They are arranged by Library of Congress call number. All these items have "GovD" above the call number in the card catalog. The government documents librarians can help you find and use these materials.

27. U.S. GOVERNMENT DOCUMENTS OFFICE

Librarians and staff members in this office will help you find and use government documents. They have two computer databases which they can use to search for government-related materials, free of charge. They also have a shelf-list of all the federal government publications in the library and a subject catalog that lists many of them. Although the department generally handles only federal documents, the Arkansas census reports, the Arkansas Legislative Digest, and copies of bills before the state legislature are kept in this office. U.S. government documents printed on microfiche are kept here, and microfiche readers are available. Federal tax forms are also available in this office.

ALPHABETICAL DIRECTORY

	Level	Map Item
Arkansas Collection	1	20
Atlas Case	2	6
Audio Visual Department	1	18
Bibliography Collection (Biblio)	2	7
Card Catalog	2	11
CD-ROM Terminals	2	9
Circulation Department	2	10
Copy Machines	All	C,C*
Corporation Annual Reports	3	23
Elevator	All	E
Fire Exits	All	F
Group Study Rooms	3,4	G
Index Collection (Index)	2	2
Interlibrary Loan	2	16
Journals (current issues of some popular journals)	2	14,15
Magazines (current issues of some popular magazines)	2	14,15
Map Collection	3	22
Microforms (Microfilm, Microfiche)	1	18
Newspapers (current)	2	14,15
Newspapers (on microfilm)	1	18
Pamphlets	2	8
Periodicals List (copies on all levels)	2	6
Reference Collection (Ref)	2	3
Reference Desk	2	1
Reserve Room	2	15
Reserve Desk	2	14
Restrooms	All	M,W
Serials Service Window	2	13
Smoking Area	4	S
Special Collections	1	20
Stack Areas	1,3,4	17,21,24
Telephone Books	2	5
Telephones (campus and pay phones)	2	P
Typewriter Rooms (rent at Circulation Desk)	2	T
U.S. Government Documents	4	25-27
VendaCard Machine (credit card for photocopies)	2	11
Viewing Room	1	19
Workbook Information Desk	2	1

SECTION THREE

HOW TO FIND BOOKS AND OTHER MATERIALS IN THE CARD CATALOG

This section is designed to help you use the main card catalog and find library materials. It will tell you what is and isn't in the card catalog, what to look under to find things in the catalog (author, title, subject) and how those headings are alphabetized, how to find call numbers in the stacks and in special locations, and how to check out stack books.

WHAT YOU CAN FIND IN THE CARD CATALOG

Most of the materials in the UA Libraries are listed in the main card catalog, including:

* Stack books (regular library books you can check out)
* Reference books and Special Collections books
* Books and other materials in the UA branch libraries (except for some uncataloged materials in the Law Library)
* Microforms (see glossary, page 57)
* Records, CDs, videotapes, and other audiovisual materials
* Magazines, journals, and newspapers (main titles only)
* Some maps and some U.S. government documents

WHAT YOU CAN'T FIND IN THE CARD CATALOG

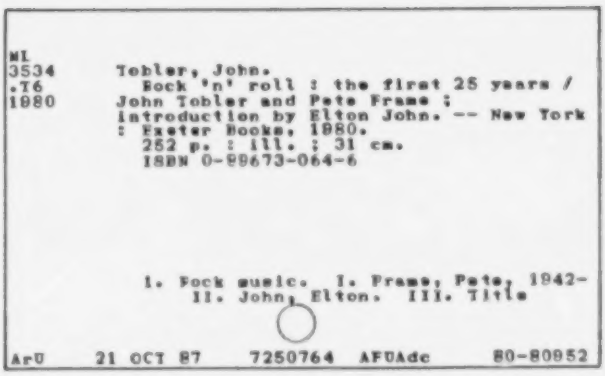
* Individual articles in magazines, journals, and newspapers (use an index, as explained in Section Five, beginning on page 43)
* Most U.S. government documents (ask in the U.S. Government Documents Office on Level Four)
* Many individual maps (ask in the Map Collection on Level Three, or at the Reference Desk)
* Pamphlets (ask at the Reference Desk)

WHAT TO LOOK UNDER IN THE CARD CATALOG (AUTHORS, TITLES, SUBJECTS)

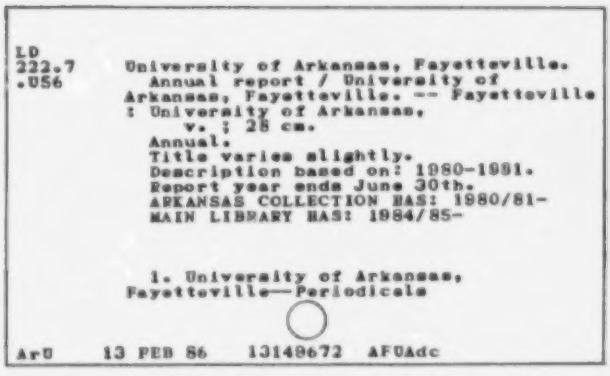
If you're going to find library materials in the card catalog, it will help you to understand how the card catalog is organized. For every book or other item that comes into the library, several cards are put into the catalog. Each card gives you a different way to find a particular item. All catalog cards give you the call number, bibliographic information (see glossary, page 55), and other information about the book or other item.

There are three main categories of card catalog cards: author, title, and subject. These are the three types of headings you should look under to find items in the card catalog. Some of the different kinds of author, title, and subject cards are pictured on the following pages.

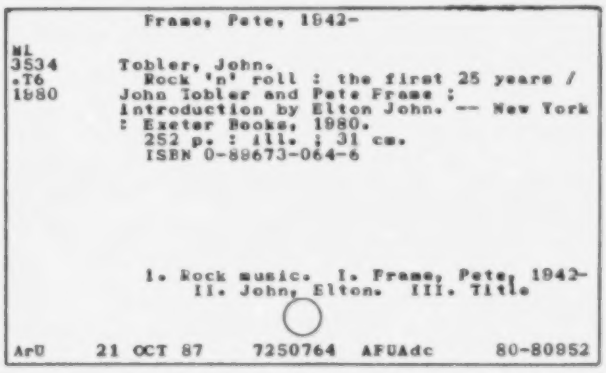
AUTHOR CARDS


ML
3534
.T6
1980
Tobler, John.
Rock 'n' roll : the first 25 years /
John Tobler and Pete Frame ;
introduction by Elton John. -- New York
: Exeter Books, 1980.
252 p. : ill. ; 31 cm.
ISBN 0-89673-064-6
1. Rock music. I. Frame, Pete, 1942-
II. John, Elton. III. Title
ArU 21 OCT 87 7250764 AFUAdc 80-80952

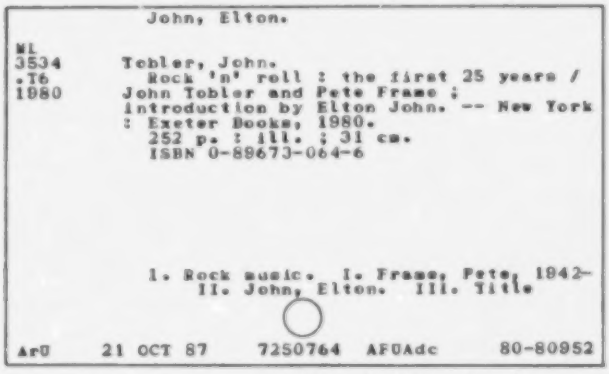
Card One: Personal Author Card



Card Two: Corporate Author Card


Frame, Pete, 1942-
ML
3534
.T6
1980
Tobler, John.
Rock 'n' roll : the first 25 years /
John Tobler and Pete Frame ;
introduction by Elton John. -- New York
: Exeter Books, 1980.
252 p. : ill. ; 31 cm.
ISBN 0-89673-064-6
1. Rock music. I. Frame, Pete, 1942-
II. John, Elton. III. Title
ArU 21 OCT 87 7250764 AFUAdc 80-80952

Card Three: Joint Author Card


John, Elton.
ML
3534
.T6
1980
Tobler, John.
Rock 'n' roll : the first 25 years /
John Tobler and Pete Frame ;
introduction by Elton John. -- New York
: Exeter Books, 1980.
252 p. : ill. ; 31 cm.
ISBN 0-89673-064-6
1. Rock music. I. Frame, Pete, 1942-
II. John, Elton. III. Title
ArU 21 OCT 87 7250764 AFUAdc 80-80952

Card Four: Preface Author Card

Some different kinds of author cards are pictured above. Cards one and two are called "main entry" cards. The main entry card is the basic card for each book or other item. It is usually filed under the author's name, unless the item doesn't have an author (a magazine, for example). All the other kinds of catalog cards are made by taking a copy of the main entry card and typing a title, subject, or other heading across the top. Cards three and four were made from copies of card one, as you can see.

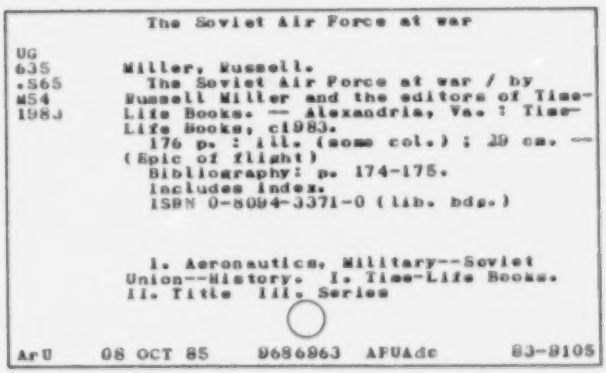
The main author is not always the only person involved in producing a book or other item. There can be second or third authors, called "joint authors" (card three). There can also be editors, compilers, translators, contributors, preface writers, designers, and illustrators. If the item is a recording or a videotape, there can also be performers, directors, and conductors. All these people may be listed separately at the top of "added entry" cards like cards three and four above. Like all catalog cards, they are filed under whatever is on the top line; so you could look up Rock 'n' Roll: The First 25 Years under Tobler, John or Frame, Pete or John, Elton.

The main thing to remember when you are looking for an author card is to look under the last name. Authors, joint authors, etc., are always listed last-name-first. If an author only has one name, like Plato or King Henry the Eighth, look under that name ("Plato," or "Henry").

Sometimes a company, association, committee, government agency, or other named group (like a rock group) will write a book or put out a record or other item under the group name. This is called a "corporate author." Card two, on the previous page, is one example. A record by the Rolling Stones would be listed under "Rolling Stones." The Sears catalog would be listed under "Sears, Roebuck, and Co."

Unlike personal authors (authors that are individual people, like John Tobler on card one), corporate authors are not listed last-name-first. Even if the name of a company is like a person's name, it is still alphabetized by the first name or initial. J.C. Penney, for example, is filed under "J," not under "Penney."

TITLE CARDS



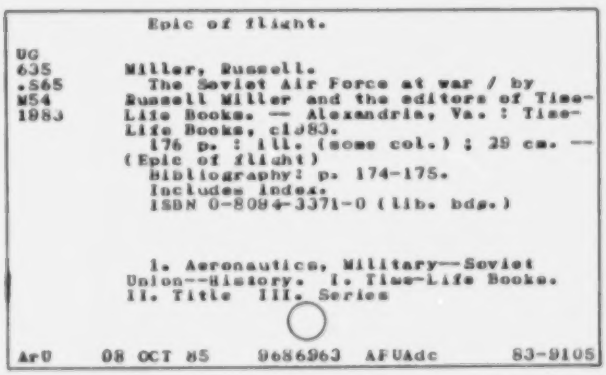
The Soviet Air Force at war

UG
635 Miller, Russell.
.S65 The Soviet Air Force at war / by
M54 Russell Miller and the editors of Time-
1983 Life Books. -- Alexandria, Va. : Time-
Life Books, c1983.
176 p. : ill. (some col.) ; 29 cm. --
(Epic of flight)
Bibliography: p. 174-175.
Includes index.
ISBN 0-8094-3371-0 (lib. bdg.)

1. Aeronautics, Military--Soviet
Union--History. I. Time-Life Books.
II. Title III. Series

ArU 08 OCT 85 9686963 AFUAdc 83-9105

Card One: Main Title Card



Epic of flight.

UG
635 Miller, Russell.
.S65 The Soviet Air Force at war / by
M54 Russell Miller and the editors of Time-
1983 Life Books. -- Alexandria, Va. : Time-
Life Books, c1983.
176 p. : ill. (some col.) ; 29 cm. --
(Epic of flight)
Bibliography: p. 174-175.
Includes index.
ISBN 0-8094-3371-0 (lib. bdg.)

1. Aeronautics, Military--Soviet
Union--History. I. Time-Life Books.
II. Title III. Series

ArU 08 OCT 85 9686963 AFUAdc 83-9105

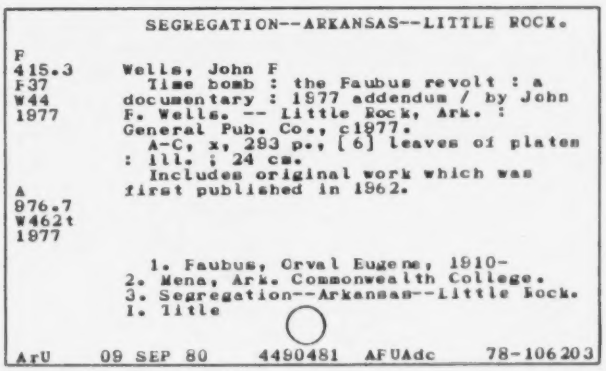
Card Two: Series Title Card

The two cards above are title cards. As you can see, they have both been made by printing a title across the top of a main entry card (author card) that begins with "Miller, Russell." Card one is a main title card: The Soviet Air Force at War is the title of the book. The book is part of a Time-Life series of books called Epic of Flight, so there is a series title card (card two above) filed under the series title. You can see the series title in parentheses on the eighth line of both cards. Every book has a main title, but many do not have series titles. There are other kinds of titles, but they are so rare that you shouldn't worry about them.

In general, titles are the easiest thing to look up in the card catalog. If you know the title of a book or other item, you are usually better off looking under the title than under the author or subject. Of course, if you can't find a title, you should certainly try the author and the subject if you know them.

The main thing to remember when you are looking for titles in the card catalog is that you have to skip "A," "An," or "The" at the beginning of any title. For example, card one is filed under "Soviet," not under "The." This is also true of foreign language titles. Les Miserables, for example, is filed under "Miserables," and Die Fledermaus is filed under "Fledermaus." If you're having trouble finding a foreign language title, you should ask for help at the Reference Desk.

SUBJECT CARDS



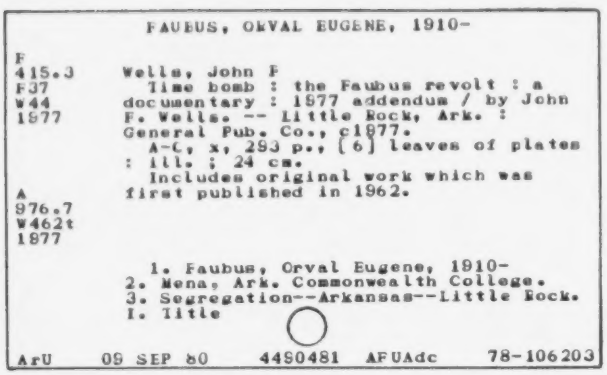
SEGREGATION--ARKANSAS--LITTLE ROCK.

F
415.3 Wells, John F
F37 Time bomb : the Faubus revolt : a
W44 documentary : 1977 addendum / by John
1977 F. Wells. -- Little Rock, Ark. :
General Pub. Co., c1977.
A-C, x, 293 p., [6] leaves of plates
: ill. ; 24 cm.
Includes original work which was
A first published in 1962.
976.7
W462t
1977

1. Faubus, Orval Eugene, 1910-
2. Mena, Ark. Commonwealth College.
3. Segregation--Arkansas--Little Rock.
I. Title

ArU 09 SEP 80 4490481 AFUAdc 78-106203

Card One: Subject Card (thing/idea)



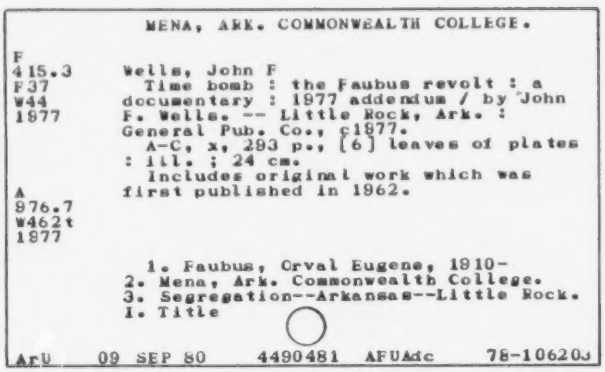
FAUBUS, ORVAL EUGENE, 1910-

F
415.3 Wells, John F
F37 Time bomb : the Faubus revolt : a
W44 documentary : 1977 addendum / by John
1977 F. Wells. -- Little Rock, Ark. :
General Pub. Co., c1977.
A-C, x, 293 p., [6] leaves of plates
: ill. ; 24 cm.
Includes original work which was
A first published in 1962.
976.7
W462t
1977

1. Faubus, Orval Eugene, 1910-
2. Mena, Ark. Commonwealth College.
3. Segregation--Arkansas--Little Rock.
I. Title

ArU 09 SEP 80 4490481 AFUAdc 78-106203

Card Two: Subject Card (personal name)



MENA, ARK. COMMONWEALTH COLLEGE.

F
415.3 Wells, John F
F37 Time bomb : the Faubus revolt : a
W44 documentary : 1977 addendum / by John
1977 F. Wells. -- Little Rock, Ark. :
General Pub. Co., c1977.
A-C, x, 293 p., [6] leaves of plates
: ill. ; 24 cm.
Includes original work which was
A first published in 1962.
976.7
W462t
1977

1. Faubus, Orval Eugene, 1910-
2. Mena, Ark. Commonwealth College.
3. Segregation--Arkansas--Little Rock.
I. Title

ArU 09 SEP 80 4490481 AFUAdc 78-106203

Card Three: Subject Card (place name)

The cards above are three different subject cards for the same book. Like other kinds of cards, these are alphabetized by what is on the top line, so you could look up this book under "Segregation," "Faubus," or "Mena, Ark." Most books have more than one subject card. If you want to know what subjects a book is filed under, look at the bottom of the card. As you can see, the subject headings are listed behind Arabic numbers (1, 2, and 3, in this case). You can use these headings to find more books on the same subject as this one. Subject headings are also listed at the bottom of author and title cards.

All three of these cards have been made by typing a subject heading in capital letters across the top of a main entry (author) card which begins "Wells, John F." The subjects are typed in capitals so you can see that they are not titles or authors. This way, you know that the book above is <u>about</u> Orval Faubus, and not <u>by</u> Orval Faubus. On some of the older subject cards, the subject headings are typed in red ink instead of all capitals.

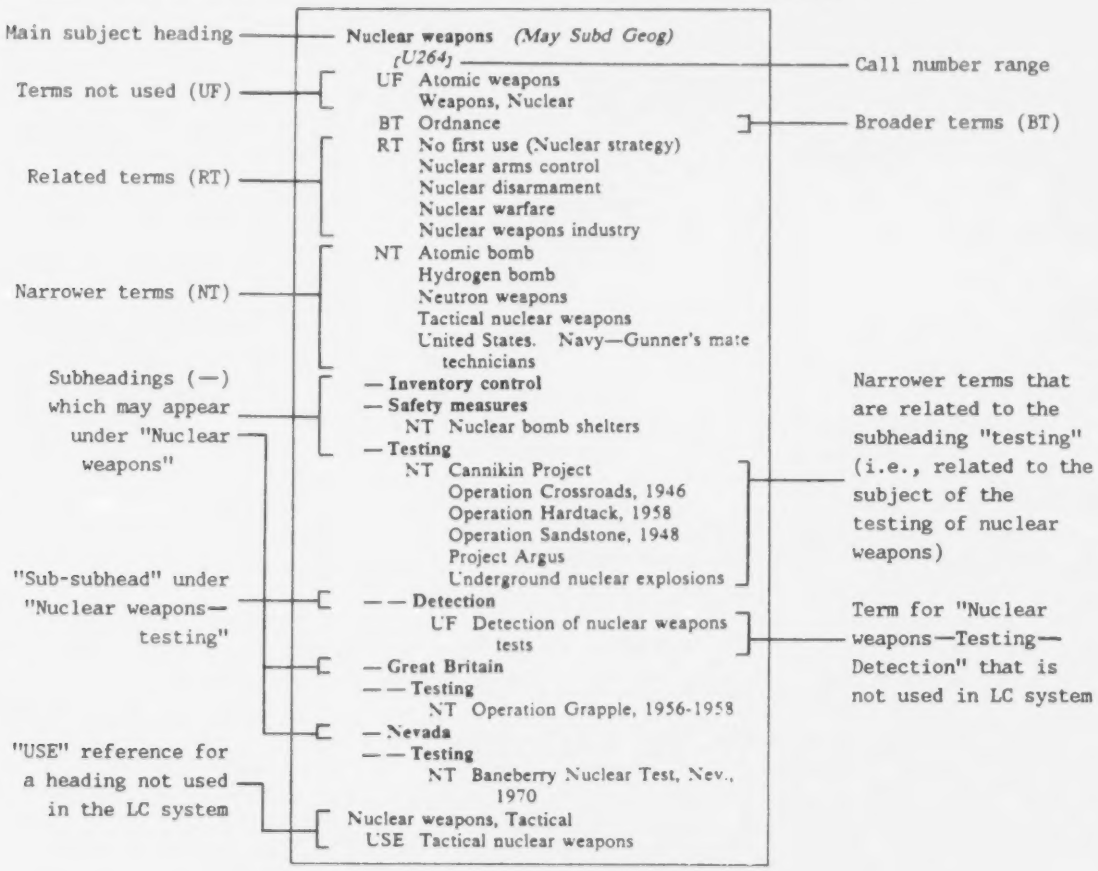
A subject can be a person, a place, or a thing or idea. The three cards above show you one example of each. If a subject is a person, you follow the last-name-first rule as if you were looking for an author card.

LIBRARY OF CONGRESS SUBJECT HEADINGS

When you use the card catalog, you will usually be looking for subject cards, because you won't know authors and titles most of the time. If the subject you are looking for is a person or place, you should be able to find it easily enough if you know how to spell the name and if you remember that it's last-name-first for personal names. However, if you're looking for a thing or idea (like "Segregation" above), you may have a problem deciding what exact words to use.

For example, there is nothing in the card catalog under "atom bombs." There are many other phrases you might try to find books on that subject: "Atomic weapons," "Bombs," "Fission bombs," "Fusion bombs," "Hydrogen bombs," "Nuclear bombs," "Nuclear weapons," and "Weapons." You can probably think of more possibilities yourself. Looking under all of these headings could take a long time, and you still might not find the books you want.

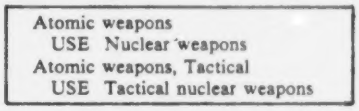
What you need to use are the Library of Congress Subject Headings books. These are big, red, three-volume sets, arranged alphabetically. Two copies are on the tables in front of the card catalog. These books tell you what headings are used in the card catalog, what related headings and subheadings each one has, and what heading to use if the heading you are looking for is not in the card catalog. This is part of a page from the "N" section of the Library of Congress Subject Headings books:


Main subject heading
Nuclear weapons (May Subd Geog)
[U264]
Call number range
Terms not used (UF)
UF Atomic weapons
Weapons, Nuclear
BT Ordnance
Broader terms (BT)
Related terms (RT)
RT No first use (Nuclear strategy)
Nuclear arms control
Nuclear disarmament
Nuclear warfare
Nuclear weapons industry
Narrower terms (NT)
NT Atomic bomb
Hydrogen bomb
Neutron weapons
Tactical nuclear weapons
United States. Navy—Gunner's mate technicians
Subheadings (—) which may appear under "Nuclear weapons"
— Inventory control
— Safety measures
NT Nuclear bomb shelters
— Testing
NT Cannikin Project
Operation Crossroads, 1946
Operation Hardtack, 1958
Operation Sandstone, 1948
Project Argus
Underground nuclear explosions
Narrower terms that are related to the subheading "testing" (i.e., related to the subject of the testing of nuclear weapons)
"Sub-subhead" under "Nuclear weapons—testing"
— — Detection
UF Detection of nuclear weapons tests
Term for "Nuclear weapons—Testing—Detection" that is not used in LC system
— Great Britain
— — Testing
NT Operation Grapple, 1956-1958
— Nevada
— — Testing
NT Baneberry Nuclear Test, Nev., 1970
"USE" reference for a heading not used in the LC system
Nuclear weapons, Tactical
USE Tactical nuclear weapons

"Nuclear weapons" is the main subject heading for this listing, which is why it is printed against the left margin. Any heading printed in dark print against the left margin of the column in the LCSH books is a subject heading that is used in the Library of Congress subject headings system. Any books the library has on that subject should be listed under that subject heading in the card catalog. The code "May Subd Geog" means that this subject heading can have geographic subheadings (like "Nevada").

The call number range for "Nuclear weapons" is U264. This means that many books and other items about nuclear weapons (and nothing else) will have call numbers that begin with U 264. You could go to the stacks and find some books about nuclear weapons under U 264 without even using the card catalog. If the range had been something like "U264-U266," you could have found books on the subject between U 264 and U 266 in the stacks.

The terms marked UF ("Atomic weapons," and "Weapons, Nuclear") are headings that are not used in the Library of Congress subject headings system. The UF tells you that the main subject heading ("Nuclear weapons") is "Used For" both of these headings. If you look in the "A" section of the LCSH books under "Atomic weapons," you will find this listing:


Atomic weapons
USE Nuclear weapons
Atomic weapons, Tactical
USE Tactical nuclear weapons

This tells you that you must look under "Nuclear weapons" in the card catalog to find library materials about atomic weapons. Note that this heading is against the left margin, as "Nuclear weapons" is in the N's, but it is in light print like all "USE" references.

The terms marked BT ("Ordnance"), RT ("No first use (Nuclear strategy)" through "Nuclear weapons industry"), and NT ("Atomic bomb" through "United States. Navy--Gunner's mate technicians") are other subject headings related to "Nuclear weapons" that you can also find in the card catalog. Broader Terms (BT) are more general than the main subject heading; nuclear weapons are only one kind of ordnance, for example. Narrower Terms (NT) are more specific, and Related Terms (RT) are other related subject headings that are about as specific as "Nuclear weapons." All of these headings will appear as main subject headings in their own section of the LCSH books. "Ordnance," for example, will appear in the "O" section, with "Nuclear weapons" under it as a narrower term.

The terms marked with dashes ("Inventory control," "Safety measures," "Testing," "Great Britain," and "Nevada") are subheadings which may appear after "Nuclear weapons" in the card catalog if the library has materials on those subtopics. For example, books on inventory control of nuclear weapons would be under "Nuclear weapons--Inventory control." Terms with two dashes are sub-subheadings which follow the subheadings they are listed under in the LCSH books. For example, books on the detection of nuclear weapons testing would be under "Nuclear weapons--Testing--Detection."

"Nuclear weapons, Tactical" is a "USE" reference, like the one for "Atomic weapons" shown above. It tells you to use the heading "Tactical nuclear weapons" instead of "Nuclear weapons, Tactical." In the "T" section of the LCSH books, "Nuclear weapons, Tactical" will be listed as a UF (Used For) term under "Tactical nuclear weapons."

When you use the Library of Congress Subject Headings books to find subject headings for the card catalog, there are two other things you should remember. First, you may find a subject in the LCSH that isn't in the card catalog, simply because the library does not own books or other materials on absolutely every specific subject. Second, many personal or place names that are used in the card catalog are not listed in the LCSH. The LCSH books list mostly subject headings that are things or ideas. A few very important names, like "Washington, George" and "United States" are listed, but less important names like "Faubus, Orval Eugene" and "Mena, Ark." are not, even though they are listed in the card catalog. You should be able to look up any proper name in the card catalog and find subject cards for books and other materials about that person or place, if the library has any. If you have trouble with a personal or place name as a subject heading, ask for help at the Reference Desk.

WORD ORDER IN SUBJECT HEADINGS

Subject headings range from the simple to the complex--from one-word headings like "Ordnance" to phrases like "United States. Navy--Gunner's mate technicians." Sometimes the word order will seem logical, and sometimes it won't. The Library of Congress Subject Headings books can help you a good deal with word order, but sometimes you will need to do a little creative thinking just to find a heading in the LCSH books. Also, you often have to deal with general subheadings that aren't listed in the LCSH books.

For example, books and materials on Medieval poetry are listed in the card catalog under "Poetry, Medieval." This is called an "inverted heading" (you may remember that all personal names are inverted headings). "Poetry, Medieval" is listed in the LCSH books under "P", but there is no "see" reference under "Medieval poetry." In cases like this, you have to experiment with different wordings and word orders until you find the right one.

There is no listing for "American history" (or "History, American") in the card catalog or the LCSH books. Even if you figure out that this will be a divided heading, how do you know whether to look under "History--United States" or "United States--History"? In a case like this, the first place to try is the part of the subject that is most specific. "United States" is more specific than "History" because every country in the world has a history. Sure enough, the books on American history are in the card catalog under "United States--History."

For accidents and injuries in football, look under "Football--Accidents and injuries." For periodicals (see glossary, page 57) on solar energy, look under "Solar energy--Periodicals." For automobile racing in France, look under "Automobile racing--France." Start with the part of the heading that will define the subject most specifically. You will get more of a feel for this process when you have used the card catalog for a while.

The ultimate rule for subject headings in the card catalog is the rule for everything else in the library: if at first you don't succeed, try something else. If you've tried everything you can think of, ask for help at the Reference Desk.

HOW TO FIND AUTHORS, TITLES, AND SUBJECT HEADINGS IN THE CARD CATALOG (FILING RULES)

When you look for items in the card catalog, you need to be familiar with the "filing rules" that the catalogers follow when they arrange the cards in the card catalog. In many cases, the filing rules cause cards to be filed out of simple alphabetical order. If you always expect the cards to be in simple alphabetical order, you are going to have trouble finding many authors, titles, and subject headings.

There are reasons for the filing rules. The main reason is that they keep similar things together. People expect to find "Brown, John" right behind "Brown, Henry," without a lot of cards under "Browning" in between, even though "I" comes between "H" and "J" in the alphabet; so there is a filing rule about the spaces between words. People also want to find all the books by "Brown, John" together, and not mixed in with all the books about "BROWN, JOHN"; so there is another filing rule about keeping authors and subjects separate. Further, there is no such thing as "simple alphabetization" for the numbers, abbreviations, and initials that often show up in titles, so there are filing rules for all those special cases.

If you don't learn the filing rules, you will still be able to find many items in the card catalog by trial and error, but this can take a lot of extra time. Also, there will be other items that you will be unable to find because they are filed too far away from where you expected them to be. Remember this if the filing rules start to look too difficult.

FILING ELEMENTS

A filing element is a word or phrase in an author, title, or subject heading that the catalogers use to alphabetize that heading. You might think of an element as a "chunk" of a heading.

For example, the subject heading "United States. Navy--Gunner's mate technicians" (which you saw in the LCSH example on page 19) has three elements: "United States," "Navy," and "Gunner's mate technicians." You may have noticed that those three elements were separated by punctuation marks--the period and the dash. That's the basic rule for elements: an element stops at the first punctuation mark (comma, period, dash, or parenthesis). In these examples, each element is underlined separately:

King, Martin Luther
SLIDES (PHOTOGRAPHY)
Chicago. Board of Trade
ONE-ACT PLAYS, ENGLISH--COLLECTIONS

There are THREE IMPORTANT EXCEPTIONS to the rule that elements end at punctuation marks. The first is that titles are always filed as one long element, no matter how much punctuation is in them. The second is that the periods after initials and abbreviations don't count as punctuation. "L.L. Bean, Inc." and "Dept. of State" are both single elements. The third exception is that commas which set off lists of names do not count as punctuation. "Sears, Roebuck and Co." is a single element.

When author, title, and subject cards are filed, they are filed element-by-element. In general, cards are filed alphabetically by the first element. Cards with the same first element are filed by the second element. Cards with the same first and second elements will be filed by the third element, and so on. If you understand how the cards are filed, you will know where to look for the card you want.

SHORTER ELEMENTS COME FIRST

Shorter elements are filed before longer elements in the card catalog, all other things being equal. For example, all of the author cards under "Adams" (even "Adams, Zabdiel") come before any of the author cards under "Adamson" (even "Adamson, Alan H.") because "Adamson" is a longer word.

This is also true of extra words in an element. All of the subject cards under "TELEVISION" (even "TELEVISION--VOCATIONAL GUIDANCE") come before any of the subject cards under "TELEVISION ADVERTISING." And all of the subject cards under "TELEVISION ADVERTISING" (even "TELEVISION ADVERTISING--YEARBOOKS") come before any of the subject cards under "TELEVISION ADVERTISING AND CHILDREN." Remember that the first element is what comes before the dash, and the second element counts only when the first elements are the same (which they aren't in this case).

THE WORD-BY-WORD RULE

When there is more than one word in a filing element, the element is alphabetized word-by-word. This means that the spaces between the words count as a letter, and that letter comes before "A". Alphabetizing the usual way, you might look for "Newark" before "New Brunswick," but it isn't there. "Newark" comes after even "New Zealand" because of the space after the "w". N-e-w-space comes before N-e-w-a, no matter what comes next.

Punctuation marks inside an element, such as the periods after initials and the punctuation marks in a title, count as spaces even if no space is left behind them. A punctuation mark followed by one or more spaces counts as only one space. The following list of titles should give you an idea of how the word-by-word rule works in practice. Remember that the whole title is always considered one element, no matter how much punctuation it has in it.

Water
Water: A Primer
Water, Air, and Interface Vehicles
Water and Agriculture
Water and Agriculture in the Western U.S.
The Water-babies
Water Budget for the City of Laramie, Wyoming
The Water Engine
Water Engineering and Management
Water Pollution - Causes and Cures
Water Pollution Control
Water Pollution: Control and Abatement
Waterborne Diseases in the United States

THE HIERARCHY OF IDENTICAL FIRST ELEMENTS

Even when author, title, and subject headings are broken down element-by-element and word-by-word, it is still possible to have dozens of headings that begin with the same first element. When they have a group of identical first elements, the catalogers use a hierarchy. This hierarchy is an arrangement by what the element *is*, rather than by the alphabet. The hierarchical order is this:

Person
Place
Thing (or idea)
Title

Those words are in alphabetical order, by the way, if that makes them any easier for you to remember. The point is that, if the first elements are the same, you look for a person before a place, a place before a thing (most subjects are things), and a thing before a title. The following headings are in hierarchical order:

Stamps, Paula L.
Stamps (Ark.)
STAMPS, POSTAL
Stamps

You can see that all of these headings have the same first element ("Stamps"). Paula L. Stamps comes first as a personal name. A city named stamps, even if it was Stamps, Alabama or Stamps, Wyoming, would come after all the people named Stamps and before all the books about stamps as things. Titles beginning with the word "Stamps" (even if that is the whole title) come last.

You should remember that a subject can be a person, place, or thing. Personal authors are persons, obviously. Corporate authors can be places (like the city of New York) or things (like General Motors). Since both authors and subjects can be persons, places, or things, the catalogers have divided those three categories in the hierarchy into authors and subjects, with authors coming first. This means that you will find the cards for all the books *by* John F. Kennedy in front of all the books *about* John F. Kennedy; all the books *by* the city of New York in front of all the books *about* the city of New York; and all the books *by* General Motors in front of all the books *about* General Motors. You can always tell when you have gone from authors to subjects because the subject headings are printed in ALL CAPITAL LETTERS or in red ink.

If two cards have the *exact* same first element in the heading on the top line--if the elements are spelled the same and they are both personal-name-as-author, for example--then and only then does the cataloger look at the second element. If the second elements are the same, the cataloger uses the third element, and so on. You will find "Stamps, Norman L." in front of "Stamps, Paula L.," but both of them come before "Stamps (Ark.)."

When two headings have the exact same first element, but one of them has a second element and the other one doesn't, the one without the second element comes first. This is also true of third and fourth elements, and so on. "DRUG ABUSE" comes before "DRUG ABUSE--UNITED STATES," which comes before "DRUG ABUSE--UNITED STATES--CONGRESSES." But all of them come before any title like Drug Abuse and Counseling (or even just Drug Abuse) because subjects (things) come before titles when the first element is the same.

When the entire headings (author, title, or subject) for two cards are exactly the same all the way through, the catalogers go by whatever usually comes next on the catalog card. You will find the cards under "Shakespeare, William" (as author) arranged by title, because that's what usually comes next on an author card (see page 16 for examples). You will find the cards under "SCIENCE FICTION" arranged by author, because that's what usually comes next on a subject card (see page 18 for examples).

The following list of headings is in card catalog order. It should give you an idea of how all of these filing rules work together. The first element in each is underlined, and each heading is labeled by type in brackets out to the side.

Wood, E. R. [person, author]
Wood, Elmer [person, author]
Wood, Gordon [person, author]
Wood, Gordon Harry [person, author]
Wood, Grant [person, author (artist)]
WOOD, GRANT [person, subject]
Wood, P. C. [person, author]
WOOD [thing, subject]
WOOD--CHEMISTRY [thing, subject]
WOOD--CHEMISTRY--PERIODICALS [thing, subject]
WOOD--PESTS [thing, subject]
Wood [title]
Wood and Fiber Science [title]
WOOD AS BUILDING MATERIAL [thing, subject]
The Wood-carver of Salem [title]
WOOD-CARVERS [thing, subject]
WOOD PRODUCTS--UNITED STATES [thing, subject]
Wood Products Publications [thing, author]
WOOD PRODUCTS TARIFF [thing, subject]
Woodbridge, Frederick James Eugene [person, author]
WOODBRIDGE, FREDERICH JAMES EUGENE [person, subject]
Woods, Robin Arthur [person, author]
Woods Hole, Mass. Oceanographic Institution [place, author]
WOODS HOLE, MASS. OCEANOGRAPHIC INSTITUTION [place, subject]
WOODWIND INSTRUMENTS--METHODS [thing, subject]
Woodwind Instruments and Their History [title]
Woof, Robert [person, author]

In review, then: headings have elements, and each element ends in punctuation except in titles. Headings are alphabetized by the first element. Elements are alphabetized word-by-word (the spaces count), and if all other things are equal, shorter elements come first. If first elements are the same, they go in this order: person, place, thing, title.

SPECIAL RULES FOR MULTI-ELEMENT SUBJECT HEADINGS

Subject headings very frequently have more than one element, and these elements can be separated by different kinds of punctuation. Subheadings and sub-subheadings, for example, are set off with dashes, while inverted subject headings use commas. There are also subject headings that have second and third elements set off with periods and parentheses. These different kinds of punctuation have a special filing order, as follows: dash, parenthesis, comma or period.

Second elements set off with dashes come before those set off with parentheses, no matter how the second elements are spelled, and those set off with parentheses come before those set off with commas or periods. Of course, subject headings with no second element at all will come first, and subject headings with longer first elements will come after, as below:

CHILDREN
CHILDREN--BOOKS AND READING
CHILDREN--NUTRITION
CHILDREN (CHRISTIAN THEOLOGY)
CHILDREN (IN RELIGION, FOLKLORE, ETC.)
CHILDREN, ADOPTED
CHILDREN, FIRST-BORN
CHILDREN AND ADULTS

OTHER SPECIAL RULES

Numbers come before letters or words in the card catalog, no matter where they appear in the heading. Lower numbers come before higher ones. "30" comes before "1985," which comes before "50,000," and all of them come before "aardvark" (or "one," because spelled-out numbers are treated like any other word). Titles and other headings that begin with numbers are filed at the very beginning of the card catalog, before the A's.

Abbreviations are filed as if they were spelled out. Look for "St. Petersburg (Fla.)" as if it were "Saint Petersburg (Florida)," and look for "Mr. Roberts" as if it were "Mister Roberts."

Initialisms and acronyms (names made of initials) are usually spelled out in author and subject headings. "U.S." will be "UNITED STATES" and "N.A.A.C.P." will be the "National Association for the Advancement of Colored People." In titles, however, an initialism or acronym is left as the author wrote it. Initialisms and acronyms in titles which are printed without periods or spaces are usually filed as if they had periods and spaces. The CIA is filed as if it were The C. I. A., at the front of the first "C" drawer (remember, C-space comes before C-A). EXCEPTION: acronyms that are usually pronounced as words (like F.O.R.T.R.A.N. and N.A.S.A.) are usually filed as words. Titles beginning with N.A.S.A. come between "Narcotics" and "National." As an author or subject, however, N.A.S.A. is "United States. National Aeronautics and Space Administration."

Personal or corporate names that begin with Mc or M' are filed as if they began with Mac. M'Donald and McDonald are mixed in with the MacDonalds, between "Macaws" and "Machinery."

These filing rules don't absolutely guarantee you success in finding everything you are looking for in the main card catalog on the first try. There are some very minor and difficult rules that are not included in this guidebook (believe it or not!), and occasionally a card will have been filed in the wrong place. However, if you really understand the filing rules, you should be able to find almost every item you look for in the card catalog quickly and efficiently. If there is a special problem, or if you don't entirely understand all of the filing rules in this section, you can always fall back on the trial-and-error method. The filing rules will become easier to understand after you have been using the card catalog for a while, of course. In dealing with the card catalog, you will generally find that persistence pays.

HOW TO GET HELP IN USING THE CARD CATALOG

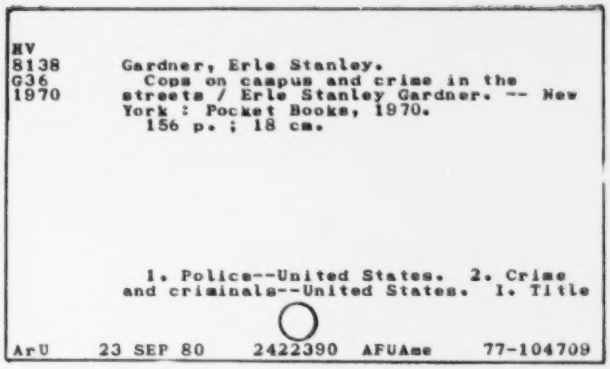
As you may have gathered from the first part of this section, using the Mullins Library card catalog can be harder than it looks. If you have looked in the catalog for an author, title, or subject heading and you haven't found it, don't give up. In a library with over one and a half million books and other materials, the chances that we don't have something are much smaller than the chances that you were looking in the wrong place. Considering how complicated the filing rules are, that's nothing for you to be embarrassed about.

Most of the time, you should ask for help at the Reference Desk when you can't find something in the card catalog. The reference librarians will help you use the Library of Congress Subject Headings books to find the right subject heading, and they understand all the filing rules. They will tell you what an initialism, acronym, or abbreviation stands for, and they can search a computer to give you the correct spelling of a title or an author's name.

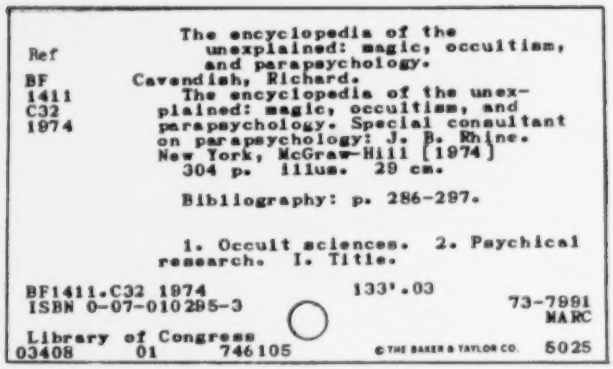
Remember, however, that you can't ask for help at the Reference Desk when you're working on the COMM 1313 library assignment. The questions in the library assignment were written to be comparatively simple. None of the subject headings were worded incorrectly, and nothing was misspelled. The headings you were assigned to look up in the card catalog do not involve picky little rules that are not in this guidebook. All of the items in the questions should be listed in the card catalog or the LCSH exactly as they appear in the question. If you can't find an exact match, tell them at the Workbook Information Desk.

HOW TO FIND MATERIALS ONCE YOU HAVE FOUND THE CATALOG CARDS (CALL NUMBERS AND LOCATION SYMBOLS)

Once you have found the catalog card for a book or other item you're looking for, you want to find the call number. The call number is printed near the top on the left-hand side of most cards. The catalog cards pictured on the next two pages will show you where call numbers are located and some of the different kinds of information that can be printed with them.


HV
8138
G36
1970
Gardner, Erle Stanley.
Cops on campus and crime in the streets / Erle Stanley Gardner. -- New York : Pocket Books, 1970.
156 p. ; 18 cm.
1. Police--United States. 2. Crime and criminals--United States. I. Title
ArU 23 SEP 80 2422390 AFUAme 77-104709

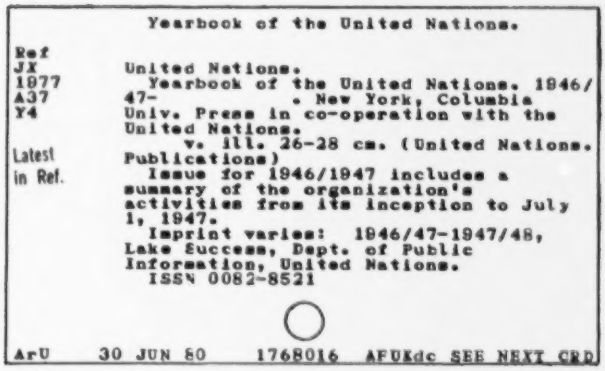
Card One: Simple Call Number


Ref
BF
1411
C32
1974
The encyclopedia of the unexplained: magic, occultism, and parapsychology.
Cavendish, Richard.
The encyclopedia of the unexplained: magic, occultism, and parapsychology. Special consultant on parapsychology: J. B. Rhine.
New York, McGraw-Hill [1974]
304 p. illus. 29 cm.
Bibliography: p. 286-297.
1. Occult sciences. 2. Psychical research. I. Title.
BF1411.C32 1974 133'.03
ISBN 0-07-010295-3 73-7991
MARC
Library of Congress
03408 01 746105 © THE BAKER & TAYLOR CO. 5025

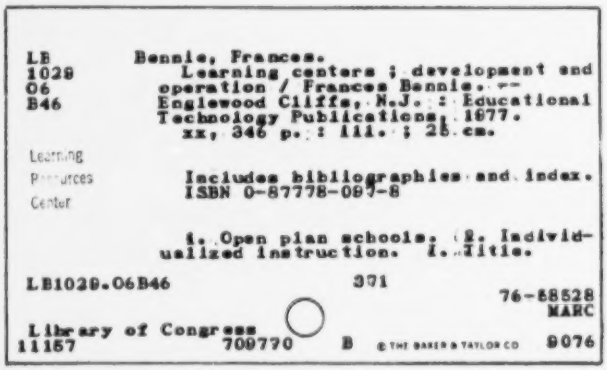
Card Two: Location Symbol

Card one above shows you an ordinary Library of Congress call number. Most of the call numbers in Mullins Library are Library of Congress call numbers. For more information about kinds of call numbers, see page 31. Call numbers like this one are shelved in the stack areas on Levels One, Three, and Four. If you are trying to find a call number like this one, skip to page 30 and look at the Call Number & Location Guide.

Card two shows you a Library of Congress call number with a location symbol printed above it. This one happens to be in Reference, but there are location symbols for Audio Visual, Special Collections, Corporation Annual Reports, and U.S. Government Documents as well. Call numbers like this one are not going to be in the stacks, but in the special departments listed above. The Call Number & Location Guide (see page 30) will tell you which location symbol refers to which department. To find a special department in Mullins Library, see Section Two of this guidebook, "A Self-Guided Tour of Mullins Library," beginning on page 3.


Yearbook of the United Nations.
Ref
JX
1977
A37
Y4
United Nations.
Yearbook of the United Nations. 1946/47- . New York, Columbia Univ. Press in co-operation with the United Nations.
v. ill. 26-28 cm. (United Nations. Publications)
Latest in Ref.
Issue for 1946/1947 includes a summary of the organization's activities from its inception to July 1, 1947.
Imprint varies: 1946/47-1947/48, Lake Success, Dept. of Public Information, United Nations.
ISSN 0082-8521
ArU 30 JUN 80 1768016 AFUKdc SEE NEXT CRD

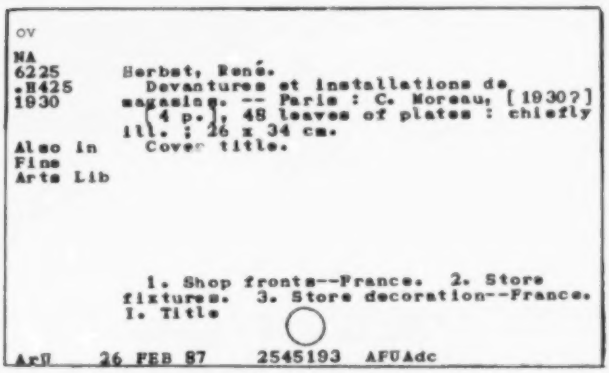
Card Three: "Latest in" Note



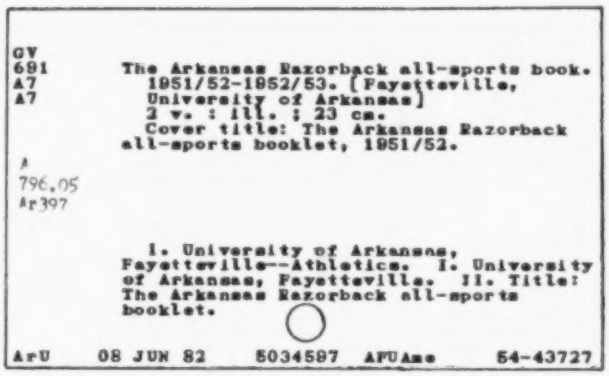
Card Four: Branch Library Note

Card three above shows you a Library of Congress call number that is marked "Latest in Ref." This means that the Yearbook of the United Nations is published every year, and the most recent edition is kept in the reference collection (page 5). The older editions are kept in the stacks. If you want the most recent edition of the Yearbook of the United Nations, you will have to look in the reference collection. If you want an older edition that you can check out, you will have to look in the stacks (see page 10). Either way, you will use the same call number.

Card four on the previous page shows you a Library of Congress call number that is kept in one of the other libraries on campus (the Learning Resources Center, in this case). You would have to go to the Learning Resources Center to find this item. Some of the older catalog cards have location symbols in Mullins Library (like "Reference" or "Special Collections") stamped below the call number like this. Some newer cards have the names of branch libraries printed above the call number like the location symbol on card two above. Wherever it is printed, a location symbol tells you that the item is in a special location in Mullins Library, and a branch library name tells you that it is in a branch library.


ov
NA
6225
.H425
1930
Herbst, René.
Devantures et installations de magasins. -- Paris : C. Moreau, [1930?]
[4 p.], 48 leaves of plates : chiefly ill. ; 26 x 34 cm.
Also in Fine Arts Lib
Cover title.
1. Shop fronts--France. 2. Store fixtures. 3. Store decoration--France. I. Title
ArU 26 FEB 87 2545193 AFUAdc

Card Five: "Also in" Note (ov)


GV
691
A7
A7
The Arkansas Razorback all-sports book. 1951/52-1952/53. [Fayetteville, University of Arkansas]
2 v. : ill. ; 23 cm.
Cover title: The Arkansas Razorback all-sports booklet, 1951/52.
A
796.05
Ar397
1. University of Arkansas, Fayetteville--Athletics. I. University of Arkansas, Fayetteville. II. Title: The Arkansas Razorback all-sports booklet.
ArU 08 JUN 82 5034587 AFUAmc 54-43727

Card Six: Two Call Numbers

Card five shows you a Library of Congress call number with "Also in Fine Arts Lib." printed underneath. You don't necessarily have to go to the Fine Arts Library if you want to see this book; "Also" means that a copy of it is in Mullins Library. However, the copy in Mullins may be checked out or off the shelf, so you may still have to go to the Fine Arts Library if you are in a hurry to see this book. Also, you may have noticed the "ov" above the call number. That means that the copy in Mullins Library is shelved in the "oversize" section on the back shelf of the bay in the stacks (see "LEVEL ONE STACK AREA," page 10).

Card six shows you a book with two different call numbers. The one on top is an ordinary Library of Congress call number, which tells you that at least one copy of this book is shelved in the stacks. The call number on the bottom is a Dewey decimal number with an "A" printed above it. "A" is a location symbol for Special Collections, which is also the only department in the library that uses Dewey decimal call numbers. You can find a copy of this book in the stacks and in Special Collections. You can check out the copy in the stacks, but someone may already have it, so you may have to use the one in Special Collections (which can't be checked out).

These examples should give you some idea of the variety of information that you can find with call numbers. Whenever you find the catalog card for a book, it is important that you read and understand <u>all</u> of the information given with the call number. There's no point in looking for a book in the Mullins Library stacks when the card very plainly tells you that it's in Reference or in the Law Library. Also, if you are doing the library assignment for COMM 1313, you should remember to include <u>all</u> of the information given with the call number if you are asked to fill in a complete call number.

THE CALL NUMBER & LOCATION GUIDE

DO NOT RESHELVE BOOKS --- Leave Them on Tables

Call No.	Subject Area	Level	Bay
AB--AZ	General works	1	1
B----BF 122 F999	Philosophy, Psychology	3	1*
BF--DK 122 G1	Religion, History	3	1
DL--GN 1 A999	History, Geography, Anthropology	3	2
GN--HD 1 H1	Anthropology, Recreation, Social Science, Business	3	3
HE	Transportation, Communication	3	4*
HF--HZ	Business, Social Sciences	3	4
J----JM	Political Science	3	5*
JN--LZ	Pol. Sci., Law, Education	3	5
M----NZ	Music, Fine Arts	1	1
P----PC	Language, Literature	1	1
PD--PR 4999	Language, Literature	1	2
PR--PZ 5000	Language, Literature	1	3
Q----QA 1 G999	Sciences, Mathematics	4	1*
QA--QH 1 H1	Astronomy, Physics, Chemistry, Geology, Natural History	4	1
QK--QL 461 1489	Botany, Zoology	4	2*
QL----S 461 50 149	Zoology, Physiology, Medicine, Agriculture	4	2
S----TF 51	Agriculture, Technology, Engineering	4	3
TG--VZ	Technology, Military & Naval Sciences	4	4
Z	Bibliography, Library Science	4	4
A, AA ARK. COLL.	Arkansas materials in Special Collections	1	--
Corp. Reports	on back wall of	3	1
GovD	Government Documents	4	4*
U.S. Doc.	Government Documents	4	5
Microforms, Recordings	In Audiovisual Department	1	--
Ref, Biblio, Index	In Reference Department	2	--
ov	OVERSIZED books are shelved at the back of each bay		
Building entrance and exit		2	--

Items in branch libraries are noted on cards in main card catalog.

*shelved in extended bays

David W. Mullins Library
CALL NUMBER & LOCATION GUIDE

This is a copy of a Call Number & Location Guide slip. You can find slips like this one at the Reference Desk and in pockets under the tables by the card catalog. This guide slip tells you where any call number is shelved in the stacks. If you are looking for a book or other item in the stacks (and not in a special location or branch library), look up the first part of your call number on the slip. Cops on Campus and Crime in the Streets, which we looked at on page 28, has a call number of HV 8138 G36 1970. You can see that any ordinary call number beginning with HV will be on Level 3, Bay 4 in the stacks.

Library of Congress call numbers always begin with one, two, or three letters, so you should always be able to find them on the guide slip. If you can't find the beginning of your call number on the slip, either you're not looking at at the top line of the call number or you've got a location symbol mixed up in it. For example, "A" is a location symbol for Special Collections. No simple Library of Congress call number begins with just "A".

The bottom part of the guide slip tells you which department each location symbol refers to. "ARK. COLL." will be in Special Collections, for example, and "GovD" will be in Government Documents. The guide slip also tells you in general where those departments are located. If your call number has one of these location symbols, go to the special department listed, and not to the stack level and bay that are given for the call number above.

When you actually pick up a Call Number & Location Guide slip, you will notice that the back is blank. That makes it a good place for you to write down your call number. You should write down your call number so that you won't forget the last part of it before you get to the shelf. You may find hundreds of books that match the first part of your call number.

CALL NUMBER ORDER (LIBRARY OF CONGRESS CALL NUMBERS)

Because books and other materials in the stacks are shelved in Library of Congress (LC) call number order, you will have a much easier time finding items if you understand LC call numbers. Always read LC call numbers from the top down, following these steps:

1. Look at the top line first. The top line of an ordinary LC call number is one, two, or three letters. LC call numbers are arranged in alphabetical order by the top line; "A" comes before "B," "B" comes before "C," and so on. A letter by itself comes before the same letter followed by another letter; "K" comes before "KF," and "KF" comes before "KFA," but all three of them come before "L."

2. The second line of the call number is a whole number. Second lines are shelved in straight numerical order, 1 to 9999. The call number we have been looking for begins HV 8138, which will come between HV 8100 and HV 8200.

3. On the third line (and sometimes also on the fourth line), letters and numbers are mixed. The letters are more important: "A999" comes before "B1," for example. If the letters are the same, go by the numbers. NUMBERS ON LINES THREE AND FOUR ARE ALWAYS TREATED AS DECIMALS (unless the number on line four is a date). There may be a decimal point at the beginning of line three and there may not, but it doesn't matter. "G36" comes before "G4" just as ".G36" comes before ".G4." If the fourth line is a date, treat it as a whole number.

The main thing to remember is that the first line of a call number is the most important. The second line counts only if the first lines are the same, the third counts only if the first and second are the same, and the fourth counts only if the first, second, and third lines are the same. The call numbers in the following example are in correct shelf order:

G	G	GB	GB	GB	GN	GN	H	H	H	H	H	HA
7	25	10	401	401.5	315	315	62	62	62	62	62	37
R91	G4	T87	G53	B55	H3	H36	A1	A1	A3	N244	N26	M7
	1973		1980	1979			A6	Q34	N54	1977	1928	

All of the information above is about Library of Congress call numbers. There are two other kinds of call numbers used in Mullins Library: Dewey decimal numbers and Superintendent of Documents numbers. Dewey decimal numbers are used only in the Special Collections Department, where the stacks are closed and you have to ask a staff member to bring you anything you want to see anyway.

Superintendent of Documents (SuDocs) numbers are used only in the U.S. Documents collection on Level Four. You will always know when a catalog card has given you a SuDocs number because it says "U.S. Doc." at the top. SuDocs numbers are generally printed across rather than up and down, like this: Y 4.Ag 8/3:S.hrg. 99-718. Make sure you write down the whole SuDocs number, even if it runs into the title or the author's name on the card. If you are trying to find a SuDocs number in the U.S. Documents collection, your best move is to ask for help in the U.S. Government Documents Office (see page 14).

BAYS AND RANGE FINDERS

Once you have found your LC call number on the Call Number & Location Guide slip, you are ready to go to the stacks and look for the correct bay. You may remember that the call number we were looking for, HV 8138 G36 1970, is on Level Three in Bay Four.

The bays on the stack levels are clearly marked and easy to find (see map, page 10). If your bay number is marked with an asterisk (*) on the Call Number & Location Guide slip, your book is in a bay extension. That simply means that it is on the shelves across the aisle from the rest of the bay, in the front (west) part of the level (see LEVEL THREE STACK AREA, page 12). There was no asterisk after Bay 4 when you looked on the guide slip for HV, so you can go directly to the main part of Bay 4.

Each shelf in the bay has a "range finder" card sticking out from the end just above eye level. This card tells you which call numbers are on that shelf. For example, the first card reads:

HF		HF
1	--	1007
A1		B279

This shelf contains every call number between HF 1 A1 and HF 1007 B279. HF 883 G12, for example, would be here, but HF 1007 B28 would be on the next row of shelves (remember that the third line is a decimal!). If you are looking for HV 8138 G36 1970, you will have to go farther down the aisle, noticing that the shelves and the range finders have two sides and making sure to check both sides of each. Near the end of the bay, you see a range finder that looks like this:

HV		HX
6626	--	1
.B67		N349

This row of shelves should contain all the HV 8100's. You can scan the row for HV 8138's, and then look among the HV 8138's for the G on the third line. Cops on Campus and Crime in the Streets should be on the shelf between HV 8138 F7 and HV 8138 G38. If it isn't, follow the steps below.

WHAT TO DO WHEN THE ITEM IS NOT ON THE SHELF WHERE IT BELONGS

You should usually have no trouble finding items in the stacks if you know the call number and understand how the call numbers are arranged. When you do have trouble finding an item, try these steps:

1. Look on the other shelves near where the item should have been. Someone may have put it back in the wrong place or on the wrong shelf (this is why we ask patrons not to put books back on the shelves). Also, look on the study tables, chairs, and copy machines in the area.

2. Check temporary shelving (the first shelf in the bay). When an item has just been picked up or returned, the Circulation workers put it in temporary shelving until they have time to put it back on the shelf.

3. Go back to the card catalog and look at the card. Did you copy the entire call number correctly? Did you miss any notes or location symbols like "ov" or "Ref" or "Law Library" or "Microfiche"? If you've forgotten what notes and locations symbols are and what to do about them, reread pages 27-29.

4. Look in the sorting area behind the main card catalog (on the south wall) and on the sorting trucks nearby. Circulation workers put materials here before they are ready to go to the stacks.

5. Ask for help at the Circulation Desk. They can suggest other places for you to look. They can look to see if your item is checked out. They can also tell you if it is lost, or if it is being bound or repaired.

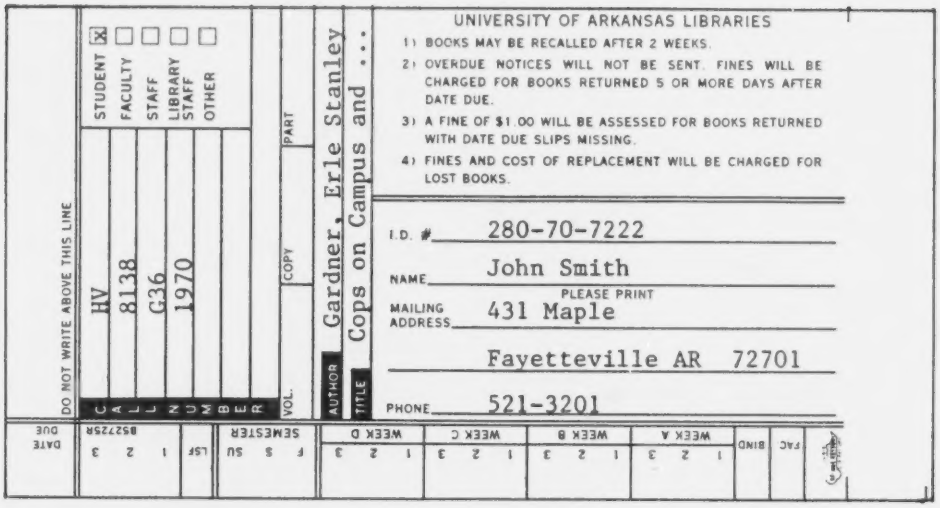
6. If the book has been checked out for at least two weeks, Circulation can "recall" it for you. They send a note asking the person who checked it out to return it, and they will notify you when it comes in and hold it for you at the desk. If the book is missing, they will start a "locate" procedure. They will search the library and let you know when and if they find your item. You need to fill out a form at the Circulation Desk to have an item recalled or located.

HOW TO CHECK OUT BOOKS AND OTHER MATERIALS

Once you have found your book or other item, you have three choices: use it in the library, photocopy it, or check it out. You can check out any ordinary book from the Mullins Library stacks. You can't check out bound magazines or journals unless you are a graduate student or faculty member (more about checking out magazines and journals on page 51). Most of the materials in special locations (Reference, Audio Visual, Government Documents, etc.) can't be checked out. If you want to try to check out an item from a special location, you will have to ask in the appropriate department. The branch libraries (Fine Arts Library, Law Library, etc.) also have their own rules about checking out materials.

You can check out books from the Mullins Library stacks for four weeks. If you want to renew a book, you can call 575-4104 or renew it in person with the book or the date slip (see glossary, page 56), unless someone has put a recall or hold on the book. Fines for overdue books are ten cents per day. There is a four-day "grace period," but on the fifth day overdue the fine is fifty cents. If you keep a book thirty days past due, you will be charged three dollars plus the price of the book. In that case, you will be billed through the university business office.

When you want to check out or renew a book or pay a library fine, you should go to the Circulation Desk on Level Two. You will need to have filled out a charge card. Blank charge cards are kept in pockets beneath the "charge tables" near the entrance to each level. There is a picture of a filled-out charge card on the top of the next page. As you can see, you need to fill in the complete call number, the volume and issue numbers (if any), your status (student, faculty, etc.), the author and title of the book, and your ID number, name, address, and telephone number.



There are certain things you should be careful to do every time you fill out a charge card:

1. Unless your printing is perfectly legible, you should type. Use the typewriter on the Circulation Desk. If you do print, press down hard enough to make carbon copies.

2. Type or print the call number vertically, like this:
   Don't type it like this: HV 8138 G36 1970.
   Make sure that you have the whole call number, and don't forget the volume and issue numbers.

   HV
   8138
   G36
   1970

3. Be sure to check the "student" box (if you're a student).

4. Type or print as much as you can of the author's name and the title. At least include enough of the title so that the Circulation Desk staff can tell what book you're checking out. Make sure that the author's name is last-name-first.

5. Don't leave off your ID number, name, address, or phone number.

You also need to have your valid university picture ID (with computer strip) to check out a book. Your ID is not transferable. You should never let anyone check out books in your name, because you will be responsible for those books.

When you check out a book, the person at the Circulation Desk will put a date slip in it. The date slip allows you to take the book past the guard when you leave the library, and it tells you when the book is due. You should keep the date slip in the book, and return it when you return the book. There is a $1.00 fine for lost date slips.

A complete statement of Circulation policies and procedures is appended to the end of this guidebook (Appendix A), beginning on page 53.

SECTION FOUR

HOW TO FIND INFORMATION IN REFERENCE BOOKS

This section is designed to help you find and use reference books in Mullins Library. Reference books are books of facts and figures which are arranged so that you can get in, find what you want, and get out quickly and easily. The reference collection contains over 10,000 reference books of many different kinds, covering virtually all major subject areas. When you are looking for a particular fact or figure, there are three steps to choosing the right reference book:

1. Determine exactly what it is you want to know. For example, you might want to look up who invented the sewing machine, or what the 20th Amendment to the Constitution says, or when and where the Battle of the Bulge was fought, or how many people died in automobile accidents last year. These are some of the kinds of information you can find in reference books. If you're just looking for "general information" or basic reading in a subject, you'll be better off with a stack book or a magazine article (see Section Five). EXCEPTION: if you want a short overview of a subject that you don't know much about, you might want to look at an encyclopedia article (see below, page 37).

2. Determine what kind of reference book you need. For example, you would find definitions and pronunciations of words in a dictionary. If you were looking for an address or telephone number, you would need a directory, and so on. Kinds of reference books are discussed below.

3. Determine what general subject your piece of information is in. For example, if you're trying to find out the formula for a particular drug, your subject is chemistry. But if you want to know the effects of that drug on the human body, your subject is medicine. And if you want to know how addicts of the drug are treated, your subject is psychology, social work, or criminal justice. When you have trouble deciding what subject you are looking for, use the tables on pages 39-41 and see which of those subjects best describes what you need.

KINDS OF REFERENCE BOOKS

Whatever kind of information you need, there is probably a reference book designed to provide that exact kind of information. No two reference books are exactly alike, but most reference books can be divided into a few general categories, as follows:

DICTIONARIES give you the correct spelling, pronunciation, part of speech, and definitions of words. Sometimes they also give you synonyms and tell you where the word came from (its derivation). You are probably familiar with general dictionaries, like Webster's, but there are also subject dictionaries which define special terms in fields like medicine, law, and computer science. There are dictionaries of other kinds of language, such as slang, CB-talk, and sign language, as well as foreign languages. A thesaurus is a special kind of dictionary which lists synonyms and sometimes antonyms and related terms for many words.

DIRECTORIES list the names, addresses, and telephone numbers of various people and groups. Sometimes they give other information about the people or groups as well. Telephone books are a kind of directory, but most directories list only people or groups in a certain subject area or field. For example, a medical directory would list doctors and/or hospitals, and a publishers' directory would list publishing companies. Subject directories can be hard to find, so you should ask at the Reference Desk if you have trouble finding the one you need.

STATISTICAL SOURCES include almanacs and statistical abstracts. These are the reference books you should use when you want a statistic, like how many people graduated from high school in 1975, or how much wheat the U.S. sold in 1983.

Almanacs are books of statistics and other miscellaneous information that are published every year. Mullins Library has almanacs from 1900 to the present in the reference collection under Ref AY 67. If you can't find a statistic in any of the almanacs, you may want to try a statistical abstract. A statistical abstract is like an almanac, but it has more detailed and specific statistics about a state or country, and it doesn't have all the other kinds of information that most almanacs have. The statistical abstract used by most UA students is the Statistical Abstract of the United States (Ref HA 202). It is kept behind the Reference Desk, so you have to ask the reference librarians if you want to use it.

It's important to know that it usually takes two years or more for a fact or statistic to get into an almanac or statistical abstract. If you want to know how much rain Montana got in 1983, or who won the 1983 Super Bowl, you're better off looking in a 1985 almanac. Almanacs and statistical abstracts usually list facts and statistics for the last several years, so you could also look in a 1986, 1987, or 1988 almanac. Also, the index in an almanac or a statistical abstract is often in the front instead of the back. This is important because you will need to use the index to find the information you are looking for in an almanac or statistical abstract--these reference books aren't arranged alphabetically.

GEOGRAPHICAL SOURCES include atlases, gazetteers, and geographical dictionaries. Atlases are books of maps, including road maps, political maps, terrain maps, weather maps, population maps, historical maps, and maps of economic or agricultural development. Except for detailed topographic, geologic, or city maps, you should be able to find nearly any sort of map in one kind of atlas or another. Some atlases cover only the United States or another single country or region, while others cover the whole world. The bigger atlases are kept in the Atlas Case on Level Two (see page 6). Others are kept in the reference collection between Ref G 1019 and Ref G 3021. The Electronic Atlas of Arkansas and the World Atlas are on CD-ROM in the Reference Department (see page 7). If you need to find a map that is not in any atlas, ask at the Maps Desk on Level Three (page 12) or at the Reference Desk.

Gazetteers and geographical dictionaries are books of written geographical information. They can tell you how high a mountain is, where a river runs, or what state or country a particular city is in. They are arranged alphabetically, like dictionaries, and shelved in the reference collection under Ref G 103.

BIOGRAPHICAL SOURCES. Some biographical information (life stories of famous and important people) is in encyclopedias and other information books (see below), but most of it is in special biographical sources like the Who's Who series and the biographical dictionaries. Some of these are general, like Who's Who in the World and The International Who's Who. Some are geographical, like Who's Who in the South and Southwest, or professional, like Who's Who in Jazz Music. Some list only living people, and others list only the deceased.

There is a special index called BioBase which will help you find information about a specific person in most of the important biographical sources in Mullins Library. BioBase is on microfiche, and it is kept with the reference microforms (see page 7). You can look up a name in the 1984 master cumulation or the supplements and find the titles and dates of the biographical sources which provide information about that person. Ask at the Reference Desk if you have trouble finding or using BioBase.

INFORMATION BOOKS include encyclopedias, encyclopedic dictionaries, handbooks, manuals, yearbooks, and other more specific kinds of reference books--basically, the reference books that don't fit into any of the other categories given above. There are technical distinctions among these kinds of information books, but the correct names aren't used consistently by publishers, and many reference books are a mix of different kinds. The thing to remember is that all of these names refer to information books. If you want a fact, formula, picture, diagram, chart, table, or encyclopedia-type article, you are likely to find it in one of these books.

You have probably used encyclopedias like the Encyclopedia Britannica and the Encyclopedia Americana before. These are very useful reference books that cover most subjects you might want to know something about. But there are other encyclopedias and subject information books that cover any given subject in much more detail. For example, the McGraw-Hill Encyclopedia of Science and Technology (Ref Q 121 M3 1982) is about as big as Encyclopedia Americana, but it covers only science and technology and so has much more room for detail in those subject areas. As a general rule, the more specific the information book, the more information it will have in its narrow area. The Encyclopedia of Aircraft, for example, has more information about different kinds of airplanes than does the McGraw-Hill Encyclopedia of Science and Technology.

When you're looking for specific information in a subject area, it's usually better to look for information books in that subject than to look in the general encyclopedias. See below for more information about how to find reference books in subject areas.

HOW TO FIND REFERENCE BOOKS IN SUBJECT AREAS

Once you have decided what kind of reference book to use, you need to find the specific reference books in your subject area. If you need biographical information, you can just use BioBase; if you need geographical information, you can look in the Atlas Case and the Ref G's. However, if you're looking for a dictionary, a directory, a source of statistics other than an almanac or statistical abstract, or an information book, it isn't quite so easy.

There are basically three good ways to find a reference book in a subject area. If you try one and it doesn't work, try one of the others.

1. Ask a reference librarian. This is what most library users do. It can be an effective strategy if you think through what you want in advance and then explain it to the librarian in detail. If you are doing classwork, it can help to show the librarian your assignment.

   However, you can't use this strategy when you are working on the COMM 1313 library assignment. In this case, or whenever a reference librarian isn't available or you would like to try searching on your own, you should use one of the other two strategies below.

2. Look in the reference card catalog. The reference card catalog is behind the reference office (see page 5). Like the main card catalog, the reference catalog uses headings from the Library of Congress Subject Headings books (see pages 19-21). Reference books are usually listed under broader subjects than most other books. For example, there isn't likely to be a whole reference book about AIDS, so you might look under DISEASES or SYNDROMES, or even MEDICINE. The BT (Broader Terms) references in the LCSH books may be helpful.

   To find the right kind of reference book, look for a subheading (subheadings are set off with a dash). For a medical dictionary, look under "MEDICINE--DICTIONARIES." For a directory of corporations, look under "CORPORATIONS--DIRECTORIES." Subheadings that will help you find different kinds of reference books are: "--ATLASES," "--BIOGRAPHY," "--DICTIONARIES," "--DICTIONARIES AND ENCYCLOPEDIAS," "--DIRECTORIES," "--HANDBOOKS, MANUALS, ETC.," "--STATISTICS, and "--YEARBOOKS."

3. Browse the reference collection using the Library of Congress classification. Reference books, like all library books, are shelved by call number. The first part of a Library of Congress call number (the "classification") is based on the subject of the book, so that all the reference books about physics, for example, tend to be shelved together, just like the reference books on art, history, and so on.

   The Library of Congress classification system covers all subjects. The tables on the next three pages list the major subject divisions in order, first by classification and then alphabetically by subject. To use the tables, just find the classification for the subject you want. For example, L is the classification for education, so education reference books are in the Ref L's. You may need to use more than one classification for some subjects. For example, psychology is classed in BF, but psychology (especially clinical psychology) is also a branch of medicine, so you would want to look in both the Ref BF's and the Ref RC's for reference books on psychology.

   Once you find the reference books in your subject area, you should be able to find the specific kind of reference book you want. Encyclopedias and dictionaries are usually found near the beginning of a classification section. For example, science dictionaries and encyclopedias are near the beginning of the Ref Q's. It may take some looking to find the exact piece of information you are looking for. Don't give up if it isn't in the first reference book you try.

TABLE 1: LC CLASSIFICATION BY CLASSIFICATION NUMBER (CALL NUMBER)

A-AZ	General Information (almanacs, general encyclopedias, etc.)
B-BD	Philosophy
BF	Psychology and Superstition
BJ	Ethics and Etiquette
BL-BQ	Religion (non-Christian) and Mythology
BR-BX	Christianity
C-CS	Auxiliary sciences of history (History of Civilization, Archaeology, Historical Documents, Coins and Money, Heraldry, Genealogy)
CT	Biography
D-DX	World History
E-F	American History
G-GC	Geography
GF-GT	Anthropology and Folklore
GV	Recreation and Sports
H	Social Sciences in general
HB-HC	Economics
HD-HJ	Business, Finance, Public Finance, and Industry
HM-HT	Sociology
HV	Social Work and Criminal Justice
J-JX	Political Science
K-KFZ	Law (KF, United States Law; KFA, Arkansas Law)
L-LT	Education
M-MT	Music
N-NX	Art (NA, Architecture)
P	Linguistics
PA-PD	Classical, Romance, and some Germanic Languages
PE	English Language (including dictionaries)
PF-PM	Other Languages (Germanic, Slavic, non-European)
PN	Literature and Literary Forms (Poetry, Journalism, Theater)
PQ	Romance Literature (French, Italian, Spanish, etc.)
PR	English Literature
PS	American Literature
PT	Germanic Literature (German, Dutch, Scandinavian, etc.)
PZ	Fiction (Children's Fiction)
Q	Science in general
QA	Mathematics and Computer Science
QB	Astronomy
QC	Physics and Meteorology (Weather)
QD	Chemistry
QE	Geology
QH	Biology in general (Life Sciences)
QK	Botany (Plants)
QL	Zoology (Animals)
QM-QP	Human Biology (Anatomy and Physiology)
QR	Microbiology
R-RZ	Medicine
S-SK	Agriculture, Horticulture, Forestry, Animal Science, Fishing, Hunting, Wildlife Management
T-TX	Technology (TA-TP, Engineering; TX, Food Science and Home Ec.)
U-UH	Military Science
V-VM	Naval Science
Z	Library Science and Bibliography

TABLE 2: LC CLASSIFICATION ALPHABETICALLY BY SUBJECT

Agriculture	S-SB
American History	E-F
American Literature	PS
Anatomy (Human)	QM
Animal Science	SF
Animals (Zoology)	QL
Anthropology	GN
Archaeology	CC
Architecture	NA
Art	N-NX
Astronomy	QB
Bibliography	Z
Biography	CT
Biology in general	QH
Botany (Plants)	QK
Business	HE-HF
Chemistry	QD
Children's Fiction	PZ
Christianity (Religion)	BR-BX
Civilization (History)	CB
Classical Languages (Greek, Latin, etc.)	PA
Coins and Money	CJ
Computer Science	QA 76
Criminal Justice	HV
Documents (Historical)	CD
Economics	HB-HC
Education	L-LT
Engineering	TA-TP
English Language (including dictionaries)	PE
English Literature	PR
Ethics and Etiquette	BJ
Fiction (see also Literature)	PZ
Finance	HG
Finance, Public	HJ
Fishing	SH
Folklore	GR-GT
Forestry	SD
Food Science	TX
French Language (including dictionaries)	PC
French Literature	PQ
Genealogy	CS
General Information (almanacs, general encyclopedias, etc.)	A-AZ
Geography	G-GC
Geology	QE
Germanic Languages (including dictionaries)	PD-PF
Germanic Literature (German, Dutch, Scandinavian, etc.)	PT
Heraldry	CR
History (American History)	E-F
History (World History)	D-DX
Home Economics	TX
Horticulture (Plants)	SB
Human Biology (Anatomy and Physiology)	QM-QP
Hunting	SK

TABLE 2: LC CLASSIFICATION ALPHABETICALLY BY SUBJECT (cont'd)

Industry	HD
Italian Language (including dictionaries)	PC
Italian Literature	PQ
Journalism	PN
Languages (all--including dictionaries)	PA-PM
Law	K-KFZ
Law (Arkansas)	KFA
Law (United States)	KF
Library Science	Z
Life Sciences	QH
Linguistics	P
Literature in general	PN
Mathematics	QA
Medicine	R
Meteorology (Weather)	QC
Microbiology	QR
Military Science	U-UH
Music	M-MT
Mythology	BL
Naval Science	V-VM
Philosophy	B-BD
Physics	QC
Physiology	QP
Plants (Botany)	QK
Plants (Horticulture)	SB
Political Science	J-JX
Poetry	PN
Psychology	BF
Public Finance	HJ
Recreation	GV
Religion (Christianity)	BR-BX
Religion (non-Christian)	BL-BQ
Romance Languages (including dictionaries)	PC
Romance Literature (French, Italian, Spanish, etc.)	PQ
Science in general	Q
Slavic Languages (including dictionaries)	PG-PH
Social Sciences in general	H
Social Work	HV
Sociology	HM-HT
Spanish Language (including dictionaries)	PC
Spanish Literature	PQ
Sports	GV
Superstition	BF
Technology	T-TX
Theater	PN
Weather (Meteorology)	QC
Wildlife Management	SK
World History	D-DX
Zoology (Animals)	QL

(These tables are not absolutely comprehensive. They cover only those subjects on which there are books in the reference collection. For a more complete list of LC classifications, ask at the Reference Desk.)

HOW TO USE REFERENCE BOOKS

Some reference books are arranged alphabetically and some aren't. If you can't find the information you want quickly and easily, look for an index in the back of your reference book (or in the front of some almanacs). If your reference book doesn't have an index, look for a table of contents, which will at least tell you how the book is arranged.

Many reference books have instructions in the front, possibly as part of the introduction. These instructions will give you a better idea of how to use the book, and they will list any special symbols and abbreviations that are used. If you can't figure out how to use a reference book, take it to the Reference Desk, or to the Workbook Information Desk if you are working on the COMM 1313 library assignment.

SPECIAL KINDS OF REFERENCE BOOKS FOR SPEECHES

CURRENT EVENTS. Facts on File (Ref D 410 F3) is a series of yearbooks that goes back to 1941. Each volume contains information about all the major news stories of one year. For example, if you want to know about something that happened in 1956, look in the 1956 Facts on File yearbook. Each volume has a name and subject index in the back.

If the event you are looking for happened before 1941, try Keesing's Contemporary Archive (Ref D 410 K4), The American Year Book (Ref E 171 A585), The Annual Register (Ref D 2 .A7), or any of the chronologies between Ref D 9 and Ref D 11.5. You can also use chronologies to find out what happened on a particular date (like your birthday) or in a given year.

CURRENT OPINION. The main reference source for opinions on both sides of most controversial issues is Editorials on File (Ref D 839 E3). These yearbooks go back to 1970. Each volume contains copies of newspaper editorials from around the U.S. and Canada on the important controversial issues in the year. For example, if you want to see newspaper editorials about the Iranian hostage crisis, look in the 1979 and 1980 volumes. Each volume is arranged by date, with a subject index in the back.

Another way to find current opinions is to read the results of polls. Reference books containing the results of Gallup polls and other national and international polls are shelved between Ref HM 261 and Ref HN 440.

QUOTATIONS. The two biggest and most useful books of quotations are Bartlett's Familiar Quotations (Ref PN 6081 B27 1980) and The Home Book of Quotations (Ref PN 6081 S73 1958). Bartlett's arranges quotations by author, The Home Book by subject. In Bartlett's, the author's name is given only at the top of the column, so be sure to look for it there. The best way to find a specific quotation (if you know some of the words) is to use the "concordance" in the back of each book, which lists quotations (and their page numbers) by the important words in the quotation. For example, "Many hands make light work" will be listed under "Many," "Hands," "Light," and "Work." Under "Hands," it might say "many h. make light work." Be sure to use the most pertinent and unusual words in a quotation when you are looking in a concordance. In the example above, looking under "many" or "light" would lead you to long lists of mostly irrelevant quotations.

SECTION FIVE

HOW TO FIND MAGAZINE, JOURNAL, AND NEWSPAPER ARTICLES

This section is designed to help you find articles on a variety of subjects in Mullins Library. It will tell you about some of the different kinds of periodical indexes and how to use them. It will also tell you how to find call numbers for periodicals in the Periodicals List, and how to find the periodicals themselves in the stacks and in special locations.

Students usually prefer to do most of the research for their speeches in periodicals (magazines, journals, and newspapers). Periodical articles are generally more up-to-date than books and reference books, and they are usually shorter and cover a more specific part or aspect of a subject. There are more articles than books on most subjects, so articles also provide more different points of view, especially on controversial topics.

When you want to find periodical articles on a particular subject, you should usually begin by using a periodical index. Most periodical indexes cover 200 to 300 magazines and journals and list all the articles in each, usually by subject and by author. Different periodical indexes cover magazines and journals in different subject areas. Newspaper indexes usually cover only one newspaper each, listing all the articles in that newspaper by subject. Most indexes have a volume for each year, and some go back to before 1900. Mullins Library has about 300 different periodical and newspaper indexes in the index collection on Level Two (see page 4).

THE READERS' GUIDE TO PERIODICAL LITERATURE

The most popular index in Mullins Library is the Readers' Guide to Periodical Literature (Index AI 3 .R48). It is a series of green volumes kept on its own table near the back of the index collection. The Readers' Guide indexes about 200 popular magazines like Time, Reader's Digest, and Sports Illustrated. It lists all the articles in each of the magazines by subject and author. Annual volumes of Readers' Guide go back to 1890 (the oldest volumes cover more than one year each). For the current year, Readers' Guide comes out monthly and bi-monthly in green paperback issues.

There is often a delay between the time an article is published and the time it appears in Readers' Guide or in any other index. Sometimes you may have to look in a later volume for an article in a particular year--in a 1983 or 1984 volume for a 1982 article, for example.

If you wanted to find an article on the use of microcomputers in business, for example, you could look in a recent volume of the Readers' Guide under "Microcomputers." You would see this listing:

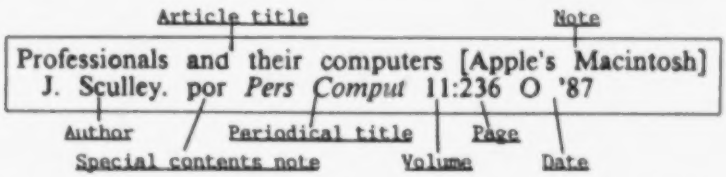
> **Microcomputers** *See* Computers

This is a "see" reference, which tells you that the articles on microcomputers are all listed under "Computers." Page 45 is a copy of a page from the December 25, 1987 issue of Readers' Guide in the "C" section, featuring the subject heading "Computers."

On the facing page, the first thing you see under "Computers" is "See also," followed by a list of headings from "Artificial intelligence" to "Supercomputers." This is a "see also" reference, and it tells you that you can also look under these other subject headings in the Readers' Guide to find articles about computers.

Looking down the page under "Computers," you can see other headings printed in dark type in the middle of the column ("Agricultural use," "Air traffic control use," etc., down to "Home use" at the bottom of the next column). These are subheadings under the general heading of "Computers." For example, "Agricultural use" heads the listings for articles about the use of computers in agriculture. You may have noticed that subheadings like "Aviation use" have their own "see" and "see also" references, which give you other headings to look under for those specific subjects.

Among all the headings and references, you can see listings for the articles themselves. Below is an enlarged copy of one of the listings under "Computers--Business use," with its important parts labeled.



Article title. This is the title of the article as it appears in the magazine.

Note. The information in brackets is a note that tells you something about the article. This one tells you that the article concerns Apple Macintosh computers. The bracketed note is not part of the article title.

Author. J. Sculley is the author of this magazine article. If no author is listed, no author was given for the article in the magazine.

Special contents note. These may indicate that the article has illustrations, portraits, footnotes, or a bibliography.

Periodical title. This is an abbreviation for the title of the magazine or journal that you will find the article in. If you look in the "ABBREVIATIONS OF PERIODICALS INDEXED" section in the front of the Readers' Guide, you will find that "Pers Comput" stands for Personal Computing.

Volume. This article is in volume 11 of Personal Computing. Note that the volume is always separated from the page number(s) with a colon.

Page(s). This article is on page 236 only. If the article were on pages 236 through 239, the listing would read "236-9." If it began on 236 and continued later in the issue, it would read "236+."

Date. This article is in the October 1987 issue. Months are indicated with one or two letters. If the periodical is published weekly, there will be a number after the month, as in "My 16 '87" (May 16, 1987). If it is published quarterly, a season will be given, like "Fall 1987."

Computer programming—*cont.*
Computing in America: products and applications in an era of change [cover story; special issue; with editorial comment by Fred Abatemarco] il *Pers Comput* 11:13, 25-7+ O '87
TSRs past and future: MS-DOS and OS/2. R. Duncan. il *Byte* 12 no12 Sp Issue:49-52+ '87
Debugging
See Debugging in computer science
Standards
Taming the circus of TSR software. E. Tolson. por *Pers Comput* 11:228 O '87
TSR: an acronym worthy of amnesia. P. Kahn. por *Pers Comput* 11:238 O '87
Testing
See also
Debugging in computer science
Hot products: software. M. Bryan. il *Pers Comput* 11:38+ O '87
Computer science *See* Computers
Computer service industries
See also
International Business Machines Corp.
Lotus Development Corporation
Customer relations
One size of software doesn't fit all. F. Gibbons. por *Pers Comput* 11:232 O '87
Revolutions don't happen overnight. J. P. Manzi. por *Pers Comput* 11:223 O '87
Who worries about 'the rest of us'? J. Rotenberg. por *Pers Comput* 11:252 O '87
Marketing
The changing corporate market. A. Osborne. por *Pers Comput* 11:256 O '87
Crossing over the boundaries. D. Carlston. por *Pers Comput* 11:250 O '87
United States
See Computer service industries
Computer simulation
Curbing abuses in computer modeling. B. R. Herrick. il *Technol Rev* 90:24-5 O '87
Computer software *See* Computer programming
Computer software industry *See* Computer service industries
Computer storage devices *See* Computers—Memory systems
Computer workstations *See* Workstations
Computers
See also
Artificial intelligence
Information storage and retrieval systems
Multiprocessors
Neural network computers
Supercomputers
Build the PT-68K (II). P. Stark. il *Radio-Electron* 58 ComputerDigest:101-5 N '87
Computing in America: products and applications in an era of change [cover story; special issue; with editorial comment by Fred Abatemarco] il *Pers Comput* 11:13, 25-7+ O '87
Inside the IBM PCs [cover story; with editorial comment by G. Michael Vose] bibl il *Byte* 12 no12 Sp Issue:6+ '87
Agricultural use
Rancher believes KIS theory of computer use [keep it simple] *Success Farm* 85:62P O '87
Air traffic control use
See Computers—Aviation use
Anecdotes, facetiae, satire, etc.
10 questions (and answers) to test your personal computing savvy and etiquette (with apologies to Cosmopolitan magazine). il *Pers Comput* 11:206 O '87
Architectural use
Programming
Designing where less is best [software developed by Neeley/Lofrano Inc.] E. King. il por *Pers Comput* 11:161+ O '87
Software reviews for architects. S. S. Ross. il *Archit Rec* 175:154-6+ O '87
Astronomical use
Programming
Study dinosaurs, galaxies, and more with earth-science software. *Earth Sci* 40:10 Fall '87
Aviation use
See also
Inertial guidance systems
Advanced raster monitors provide quick, accurate color ATC displays. D. Hughes. il *Aviat Week Space Technol* 127:109-10 N 9 '87
Computer and software advances will boost controller productivity. W. B. Scott. il *Aviat Week Space Technol* 127:95+ N 9 '87
Forum stresses Air Force's dependence on computers [conference with vendors] D. Hughes. *Aviat Week Space Technol* 127:85+ N 2 '87
Banking use
Managing the needs of others [R. Schnitzer controls direction of computer users in the corporate finance department at Bankers Trust] P. Honan. il por *Pers Comput* 11:164-5 O '87
Bibliography
Back-to-school booklist. il *Radio-Electron* 58 ComputerDigest:93 N '87
Book industries use
See also
Bookland EAN system
Buses
The 32-bit Micro Channel. J. Shiell. il *Byte* 12 no12 Sp Issue:59-60+ '87
Comparing IBM's Micro Channel and Apple's NuBus. C. Cornejo and R. Lee. il *Byte* 12 no12 Sp Issue:83-6+ '87
PC-601 bus extender, Chenesko Products. il *Radio-Electron* 58 ComputerDigest:94 N '87
The significance of the Micro Channel. M. Swavely. por *Pers Comput* 11:258 O '87
Three bus interface designs for the PC. J. R. Drummond. il *Byte* 12 no12 Sp Issue:225-30+ '87
Business use
See also
Telecommuting
The changing workplace [special section] il *Pers Comput* 11:151-3+ O '87
Managing people and their computers. A. S. Grove. por *Pers Comput* 11:228 O '87
Professionals and their computers [Apple's Macintosh] J. Sculley. por *Pers Comput* 11:236 O '87
Putting PCs to work. il *Nations Bus* 75:38 N '87
View from the top. il *Pers Comput* 11:285+ O '87
Programming
Applications in transition [special section] il *Pers Comput* 11:87-91+ O '87
The changing corporate market. A. Osborne. por *Pers Comput* 11:256 O '87
The next generation of business software. G. Kawasaki. por *Pers Comput* 11:244 O '87
Circuits
See Integrated circuits
Compatibility
A timing-independent BIOS. H. N. Cohen and J. Hanel. il *Byte* 12 no12 Sp Issue:219-20+ '87
Design
Pied piper of the computer [A. Kay] F. Rose. il por *N Y Times Mag* p56+ N 8 '87
The technical implications of the PS/2. G. M. Vose. il *Byte* 12 no12 Sp Issue:33-4+ '87
Earth sciences use
Programming
Study dinosaurs, galaxies, and more with earth-science software. *Earth Sci* 40:10 Fall '87
Educational use
From campus to business [D. Patnaude's use of computers while a student at Stevens Institute of Technology] J. Schwartz. il por *Pers Comput* 11:189+ O '87
Hidden effects of computers on teachers and students. M. W. Apple. *Educ Dig* 53:2-6 O '87
Programming
Magical tools for the 1980s [math and science software created by E. Goldstein] H.-J. Tafemer. il por *Pers Comput* 11:173+ O '87
Equipment
Fax boards: is your office complete without one? E. King. il *Pers Comput* 11:121+ O '87
Hot products: hardware. M. Bryan. il *Pers Comput* 11:25-7+ O '87
Turbocharge your PC. J. Holtzman. il *Radio-Electron* 58 ComputerDigest:95-100+ N '87
Forestry use
Curbing abuses in computer modeling [Forest Service's FORPLAN] B. R. Herrick. il *Technol Rev* 90:24-5 O '87
Government use
How do you chase a $17 billion market? With everything you've got [computer makers campaigning to win government megacontracts] F. Seghers. il *Bus Week* p120+ N 23 '87
Home use
'Two-computer yuppies' fuel a new boom. G. Lewis. il *Bus Week* p130+ N 9 '87

"See" references
MAIN SUBJECT HEADING (Computers)
"See also" references
Article listings
Subheadings (under "Computers")
Subheading "see" reference
Article listings
Subheading "see also" reference
Article listings

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BEST COPY AVAILABLE

Below is a step-by-step review of the procedure used on the previous pages to find a magazine article in the Readers' Guide:

1. Choose your subject: in the example, the subject was the use of microcomputers in business.

2. Look under the appropriate subject heading. In the example, there was a "see" reference under "Microcomputers" which said to look under "Computers" instead. If you don't find article listings or a "see" reference under the heading you choose, you may have to use your imagination to think of other headings to try. In the COMM 1313 library assignment, you will be given the correct heading.

4. Find article listings under the appropriate heading or subheading (in our example, "Computers--Business use").

5. Pick out a title that looks interesting to you.

6. Keeping your place in the index, look up the periodical title abbreviation ("Pers Comput") under "ABBREVIATIONS" in the front of Readers' Guide. In the newest volumes, periodical titles aren't abbreviated.

7. Write down the full name of the periodical, the date, and the page number (Personal Computing, October 1987, p. 236).

To continue this process, see "HOW TO FIND PERIODICALS," beginning on page 49.

OTHER INDEXES

The Readers' Guide is only one of about 300 periodical indexes in Mullins Library. It indexes about 200 periodicals, but the library has about 16,000. The popular magazines indexed in the Readers' Guide may include articles in most subject areas, but they don't cover any subject in depth. Special magazines and professional journals which cover subjects in depth are not indexed in the Readers' Guide.

The H. W. Wilson Company, which publishes Readers' Guide, also publishes other indexes in more specific subject areas. These indexes work almost exactly like the Readers' Guide: each one indexes articles in 200 to 300 periodicals in its respective field, by subject and in some cases also by author. The difference is in the periodicals indexed, which are more scholarly and technical than the popular magazines indexed in Readers' Guide.

These are the six indexes (counting the Readers' Guide) that are referred to as the "Wilson periodical indexes" in question 11 of the COMM 1313 library assignment. You will need to choose the one that best covers the subject given in your question.

* The Business Periodicals Index (Index Z 7164 .C81 B983) covers magazines and journals in business and closely related fields such as corporate law and industrial management.

* The Education Index (Index Z 5813 .E23) covers professional journals in education and closely related fields such as developmental psychology and vocational guidance.

* The General Science Index (Index Q 1 .A3 G4) covers periodicals in all of the sciences, including the true sciences (mathematics, chemistry, biology) and the applied sciences (technology, medicine, etc.). It concentrates mostly on popular science (product reviews, science fair projects, recycling, alternate energy); other indexes (including the Applied Science & Technology Index and the Biological & Agricultural Index below) cover the sciences in much greater depth.

* The Humanities Index (Index AI 3 .H85) covers scholarly periodicals in the humanities, including literature, the fine arts, the performing arts (music, drama, etc.), history, philosophy, and religion. It is weaker in the area of art, which is covered more thoroughly in the Art Index (below).

* The Social Sciences Index (Index AI 3 .S62) covers periodicals in the social sciences: psychology, sociology, political science, geography, anthropology, economics, and criminal justice. It lists some articles in business and education, but those subjects are covered much more thoroughly in the Business Periodicals Index and the Education Index.

* Don't forget the Readers' Guide, which is very useful for articles on current events, controversial issues like gun control and abortion, and popular topics like fashion, sports, and entertainment.

The H. W. Wilson Company publishes other indexes that are not included in the set you should use to answer question 11:

The Applied Science & Technology Index (Index Z 7913 .I7) and the Biological & Agricultural Index (Index Z 5073 .A46) index professional and technical periodicals in the applied physical sciences (all fields of engineering and industrial technology, as well as geology) and the life sciences (particularly botany, zoology, and any science that relates to agriculture) respectively. The articles listed in these indexes are highly technical and involve a high level of research, although there are even more specific and technical indexes in the sciences.

The Art Index (FINE ARTS LIBRARY Z 5937 .A78) covers periodicals in art, architecture, and visual design. It is kept in the Fine Arts Library.

The Biography Index (Index Z 5301 .B5) lists biographical articles that appear in about 1,000 magazines and journals in different subject areas. All of the article listings in Biography Index are also listed in BioBase (see page 37).

The Book Review Digest (Index Z 1219 .C96) lists book reviews that appear in various magazines and journals. The main section indexes the book reviews by the author of the book being reviewed. For example, you could find reviews of Stephen King's The Shining under "King, Stephen." The listings in the main section often include an excerpt from each of the reviews listed. There is a subject and title index in the back, which lists book authors' names by the titles and subjects of their books.

Most of the other periodical indexes in the index collection are even more specific than these Wilson indexes. For example, there is an Air Pollution Index and an Index to Children's Plays. The more specific indexes usually cover very scholarly and technical research journals. Many of these indexes don't follow the same format as the Wilson periodical indexes, and some are more difficult to use. If you have trouble using an index of any kind, take it to the Reference Desk and ask for help.

Newspaper indexes are useful for many of the same subjects as the Readers' Guide, particularly current events. Most newspaper indexes cover only one newspaper (like the New York Times), but the National Newspaper Index, on computer-output microfilm (see page 7), covers five newspapers.

The Magazine Index is another computer-output microfilm machine kept in the study room with the Workbook Information Desk (see page 7). It covers about the same subject areas as the Readers' Guide. You can search other periodical indexes by computer. The reference librarians can search online computer databases for you, but this service usually costs twenty dollars or more. You can also run free computer searches in some subject areas using the CD-ROM databases (see page 7). You must search these databases yourself, but the reference librarians will help you learn how.

HOW TO FIND THE RIGHT INDEX

When you are looking for an article on a particular subject, you will have to decide which index or indexes to use. The first thing you must decide is which field or general subject area your topic is in. For example, articles about airplanes will be listed in indexes covering science, and articles about teen suicide will be listed in indexes on psychology, sociology, and education. If you are looking for a particular aspect of a topic, that may affect your choice of index. For example, most articles about microcomputers are listed in science and technology indexes, but you might want to use a business or education index instead if your topic is the use of microcomputers in business or education.

If you want to use one of the Wilson periodical indexes, you can simply look at the list on pages 46-47 to find the different indexes and their call numbers. If you want a more specific or scholarly index from the index collection, you can try these three strategies:

1. Look in Abstracts and Indexes in the University of Arkansas Libraries. This is a large soft-bound book that is kept at the Reference Desk. It lists all of the indexes in the index collection by title and subject. It also lists indexes that are in the branch libraries (Fine Arts Library, Law Library, etc.), Government Documents, and the stacks. It gives the location and call number for each index.

2. Ask a reference librarian to recommend an index in your subject area.

3. If you are interested in a particular magazine or journal, ask a reference librarian which indexes cover that periodical. For example, you could ask which indexes list articles in Scientific American. The reference librarians can look up this information in several sources that are kept behind the Reference Desk.

HOW TO FIND PERIODICALS

After you find your article listings in an index, you will want to see the actual magazines and journals. If you have written down the full name of the periodical and the date and page number of the article, your next step is to look up your periodical in one of the copies of the Periodicals List that are kept all over the library (see page 6). For example, if you want to find the article listed on page 44 ("Professionals and their computers," Personal Computing, Oct. 1987, page 236), you should look under "Personal Computing" in the Periodicals List.

BR 1 .P46	Perkins journal. v.26- 1972-
BR 1 .P46	The Perkins School of Theology journal. v.1-25 1947-1972
ARK COLL TN 872 .A85 P4	Permits issued during week ending... Dec 1, 1975- (Dec 1, 1975-Dec 28, 1984 on microfilm)
U.S. DOC Microfiche HE 20.3612/3-3:	Permuted medical subjects headings. latest edition only
AUDIO VISUAL Microfilm F 419 .P47 P4	Perry County news (Perryville, Ark.) Jun 9, 1906; Jly 14, 1966-Jly 1, 1971 (newspaper; see Film 839 for Jun 9, 1906)
F 596 .P465	Persimmon Hill. v.1-10 1970-1980
AUDIO VISUAL Microfiche QA 76.5 .P3937	Personal computing. v.4- 1980-
LAW LIB	Personal finance law; quarterly report. v.1-18,20- 1946-64,1966-
Z 286 .D47 P4	Personal publishing. v.4- 1988- curent issues in Reserve Room 226

As you can see in the excerpt above, periodical titles are arranged in alphabetical order in the Periodicals List. The word-by-word rule for alphabetizing is used just as it is in the card catalog (see page 23). Call numbers appear to the left of the titles.

Personal Computing has an AUDIO VISUAL Microfiche call number, so you would have to go to the Audio Visual Department on Level One (see page 10) to read articles in that magazine. You would still need the rest of the call number (QA 76.5 .P3937), because microfiche are filed by call number. Generally, you should write down your call number before you go to the stacks or a special location to look for a magazine or journal.

The "holdings information" line under the title (v.4- 1980-) tells you that Mullins Library has all the volumes since volume 4 (1980 to present) of Personal Computing. A hyphen and a space in the holdings information always mean "and the rest" (as in "volume 4 and the rest").

Perkins Journal has an ordinary Library of Congress call number instead of an Audio Visual Microfiche number. That means that it will be bound like a book and shelved in the stacks with the other books that have call numbers beginning with "BR".

Continuing the example from the previous page, Permits Issued During Week Ending . . . is in the Arkansas Collection on Level One. The holdings information tells you that the library has all the issues since Dec. 1, 1975. The note in parentheses tells you that the issues from Dec. 1, 1975 to Dec. 28, 1984 are on microfilm, which will be kept in the Audio Visual Department under the same call number as the bound volumes.

Perry County News is a newspaper, and like most newspapers it is on microfilm. Note that the June 9, 1906, issue has a different film number.

The library has only ten volumes of Persimmon Hill, from 1970 to 1980. If you are looking for older or newer issues of that periodical, you will not find them in the University of Arkansas Libraries.

Personal Finance Law: Quarterly Report is in the Law Library. It has volumes 1 through 18 and volumes 20 through the present (missing only volume 19, 1965), but there is no call number. This is one of the Law Library's uncataloged journals.

Personal Publishing has an ordinary LC call number. Most of the issues will be bound and in the stacks. However, the special note below the holdings information tells you that the current issues are kept in the Reserve Room. "Current" usually means this year, so this year's issues of Personal Publishing will be in the Reserve Room and all of the older issues will be in the stacks. A few weekly magazines are bound quarterly, so only the last month or two will be considered "current."

When you use the Periodicals List, always be sure to read the whole entry for your magazine, journal, or newspaper title, so that you will know which issues the library has and where to find them. You can tell from the examples above that periodicals are kept in four different places:

1. Reserve Room. A periodical will be in the Reserve Room only if it is current (generally no older than January of this year) and only if there is a note saying "current issues in Reserve Room 226" in the Periodicals List below its title. Periodicals in the Reserve Room are shelved by call number. For more information about the Reserve Room, see page 8.

2. Audio Visual Department. If a periodical is in the Audio Visual Department, it will be on microfilm or microfiche (see glossary, page 57). If you want to read the film or fiche, you must use a reader machine. You may also make printed copies of microforms for fifteen cents per page. For more information about Audio Visual, see page 11.

3. A branch library or special location in Mullins Library. If a periodical is in a special location or a branch library, you will have to go to that location or library if you want to read it. You should take the call number with you, because materials in most special locations and branch libraries are shelved by call number.

4. The stacks. MOST PERIODICALS ARE SHELVED IN THE STACKS. To find a magazine or journal in the stacks, write down the call number and proceed as if you were looking for a book. The steps to follow are on pages 27-33.

If the magazine or journal you want is shelved in the stacks, there is always the slight chance that the volume you want may not be on the shelf where it belongs. If you have trouble finding a periodical in the stacks, try these steps:

1. Look around the stack area, on the other shelves, on the study tables and chairs, and on the copy machines.

2. Check the temporary shelving area at the front of the bay.

3. Go back to the Periodicals List and double-check your information. Did you copy down the correct call number? Did you miss a special location symbol like "AUDIO VISUAL Microfiche"? Did the holdings information say that the library does not have the volume you are looking for, or that it is in a different place?

4. Ask at the Serials Window (page 8) to make sure that the library has the issue of the periodical you are looking for.

5. Ask for help at the Circulation Desk. They can tell you if the magazine or journal has been checked out or sent to the bindery. They can also put a recall or locate on it.

(For more information about all of these steps, see pages 32-33.)

Undergraduate students can't check out bound or loose periodicals. Graduate students may check out bound periodicals overnight, and faculty members can check them out for a week. Periodicals checked out overnight are due at 9:00 the next morning. If they are late, the fine is $1 per hour. You can check out periodicals on microfilm (not microfiche) from the Audio Visual Department for one week. They will also loan you a portable microfilm reader.

SPECIAL PERIODICALS FOR SPEECH

There are two periodicals that are particularly useful to students who are preparing speeches on controversial topics or current events:

Editorial Research Reports is published weekly. Each issue covers a different important or controversial public concern, such as corporate takeovers or foreign policy in Central America. The articles tell you the basic facts of the matter, and they discuss the important controversies involved. Sometimes there is a "pro and con" section in which two experts in the field argue opposite sides of one of the important controversies. All of the issues of Editorial Research Reports are shelved in the stacks. The call number is H 35 .E35.

Congressional Digest is published monthly. Each issue covers a different social or political question that has been debated recently in the Senate and House of Representatives. For example, an issue might cover the budget deficit or school prayer. There is an outline of the facts involved and what Congress has done so far, and then a series of "pro and con" articles by senators, representatives, and important witnesses. This year's issues are in Reserve; older issues are in the stacks (JK 1 .C65).

Both Editorial Research Reports and Congressional Quarterly are indexed by subject in the back of each annual volume. They are also indexed in the Selected Speech Index, which is kept in a white ring-binder at the Reference Desk. The Selected Speech Index covers Editorial Research Reports from 1980 to present and Congressional Digest from 1988 to present. The librarians at the Reference Desk can show you how to use this index.

If you are looking for older issues of Editorial Research Reports or Congressional Digest on a particular subject, you can look in the Selected Speech Subjects Index. This is a card file in the cabinet with the reference card catalog (see page 5). It lists issues of Editorial Research Reports, Congressional Digest, and items in other sources that might help you find material for a speech. Each card includes the title of the item, the volume, issue, and page numbers as needed, and a call number. The cards are arranged by subject (Library of Congress subject headings), and the filing rules are the same as those used in the main card catalog. No new cards have been put into this file since 1987.

APPENDIX A

MULLINS LIBRARY GENERAL CIRCULATION POLICIES

CIRCULATION PRIVILEGES

Check-out of library materials is restricted to currently enrolled students, currently employed faculty and staff, and other individuals who have been approved with affiliate status for circulation privileges by the Circulation Department.

VALID IDENTIFICATION

Students must show a valid university picture I.D. indicating current enrollment.

Faculty must show a valid university picture I.D. indicating current faculty appointment.

Staff must show a valid university picture I.D. indicating current staff appointment.

Others must show a valid university picture I.D. indicating affiliate status. Affiliate status may be obtained by completing the Circulation Privileges Request Form available at the Circulation Desk. There is a fee for individuals not affiliated with the university.

CIRCULATION PRIVILEGES ARE NOT TRANSFERABLE FROM ONE PERSON TO ANOTHER.

LOAN PERIODS

Faculty may borrow library materials other than journals for one month or one semester. Bound journals may be borrowed for one week. Unbound journals may not be checked out.

Students may borrow library materials other than journals for one month.

Graduate students may borrow bound journals for overnight. Faculty Authorization, which extends the faculty loan period to graduate students, may be obtained by completing the Faculty Authorization Request Form at the Circulation Desk.

Staff may borrow library materials other than journals for one month.

Affiliates may borrow library materials other than journals for one month.

RENEWALS

Library materials may be renewed indefinitely as long as a hold or recall has not been requested.

Renewals can be made by phone (575-4104), by bringing in the date slips, or by bringing in the books.

Renewals must be made in person by completing a new charge card and paying the fine when the book is overdue.

RECALLS

Books checked out at least two weeks may be recalled if needed by another person. The Recall form is completed at the Circulation Desk. A notice to pick up the book is sent when the book is returned. Individuals who fail to respond within five days are billed for the cost of the book plus a $15.00 minimum fine.

HOLDS

Books may be placed on hold at the Circulation Desk for pick-up within forty-eight hours when valid identification is forgotten. Holds can also be placed for patrons on books not yet returned by another patron. Notifications are sent to patrons indicating the last day the item will be held for pick-up before reshelving.

CARREL LOANS

Books and bound journals may be checked out to carrels for one month. These may be renewed as many times as needed until recalled. Library staff are authorized to remove library materials from carrels when they are needed by other patrons. Overdue fines are assessed if materials checked out to the carrel are not returned or renewed by the due date.

SPECIAL LOANS

Reference materials must be checked out at the Reference Desk. These include items designated "Ref," "Index," "Biblio," maps, and pamphlets on general subjects, travel, and vocational guidance.

Government Documents designated "GovD" must be checked out in the Government Documents Office.

Special Loan Periods or exceptions to normal policy that are needed because of special circumstances may be requested from the Circulation Librarian, Monday-Friday from 8:00 a.m. - 4:30 p.m. Individuals granted a special loan must assume responsibility for loss or damage and comply with any restrictions or conditions set at the time of the loan.

OVERDUE FINES

A fine is assessed on a book that is five or more days overdue. The charge is FIFTY CENTS FOR THE FIFTH DAY AND TEN CENTS FOR EACH DAY THEREAFTER. Overdue fines are not charged if library materials are returned within the FOUR-DAY GRACE PERIOD.

A FINE OF ONE DOLLAR PER HOUR OR FRACTION OF AN HOUR is charged for overdue bound journals loaned overnight and not returned within two hours after opening the following day.

A FINE OF ONE DOLLAR IS CHARGED FOR RETURNING AN ITEM WITHOUT THE DATE SLIP.

INVOICING

When materials are THIRTY DAYS OVERDUE, a bill is sent from the University Business Office. The amount of the invoice is a three-dollar fine for thirty days overdue plus replacement cost for the book based on average current book prices by subject. INVOICES MUST BE PAID TO THE CASHIER IN THE ADMINISTRATION BUILDING. If books that have been invoiced are returned to the library, an adjustment notice will be sent to the Business Office reducing the billed amount to the three-dollar fine.

Invoicing problems or requests for adjustments are handled at the Circulation Desk Monday-Friday from 8:00 a.m. - 5:00 p.m.

GLOSSARY

(Note: terms used in a definition that are defined elsewhere in the glossary are printed in ALL CAPITAL LETTERS).

Abstracts (Abstracting indexes): Particular kinds of PERIODICAL INDEXES which give you short paragraphs (called "abstracts") that describe each article in the ARTICLE LISTINGS.

Almanacs: Reference books, usually published every year, which contain mostly statistics and brief, popular information (see page 36).

Archives: Records and documents of an institution or organization, which may or may not have been published. For example, Special Collections has the archives of the University of Arkansas.

Article listings: Entries in a PERIODICAL INDEX or newspaper index which give you BIBLIOGRAPHIC INFORMATION about a magazine, journal, or newspaper article.

Atlases: Books of maps.

Bay: A group of shelf rows in the STACKS. The bays in each stack area are marked on the floor maps in Section Two.

Bay extension: A group of shelf rows placed across the aisle from a BAY, in the front or western part of the library level. Bay extensions are marked with asterisks (*) on the Call Number & Location Guide (see page 30).

Bibliographic information: The kind of information you need to write a footnote or BIBLIOGRAPHY. For a book, it usually consists of the author, title, publisher, place of publication, and the publication date. For a magazine article, it usually includes the article author, article title, magazine title, date, and page numbers. For a journal article, it includes article author, article title, journal title, volume, issue (if any), year, and page numbers. Bibliographic information can help you find an item in the card catalog or Periodicals List by title or author.

Bibliography: A list of books and other library materials in a particular subject area, format, or collection. For example, there might be a bibliography of books about censorship, or a bibliography of periodicals kept by the New York Public Library.

Bindery: The place where periodicals are sent to be bound (see BOUND PERIODICALS below). Sometimes books are sent to the bindery to be repaired.

Bound periodicals: Issues of magazines or JOURNALS that have been bound together in a hard cover. They look like books.

Charge card: A slip with carbons attached which you must fill out in order to check out a book. See pages 33-34 for more information.

Computer-output microfilm: MICROFILM that has been made from a computer database. Computer-output microfilm indexes in Mullins Library (Magazine Index, Business Index, National Newspaper Index) are housed in their own READER machines in the reference microforms area.

Corporate author: A named group, institution, organization, government agency, or business (like the PTA, the Rolling Stones, Pepsico, etc.) that creates a book or other library material under its own name.

Date slip: A white slip that the Circulation staff puts in the pocket of a book you have just checked out so that you will know when it is due. The date slip is actually one of the copies of the CHARGE CARD.

Directories: Reference books that list the names, addresses, and telephone numbers (usually) of particular individuals, institutions, or other groups, usually in a specific subject area. For more information, see page 36.

Filing rules: The rules that catalogers and indexers use when they decide how to alphabetize something, like the cards in the card catalog or the subject headings in PERIODICAL INDEXES. The filing rules for the Mullins Library card catalog are explained on pages 22-27.

Index: 1. The section at the end (or sometimes at the beginning) of a book or reference book that lists the subjects covered in the book in alphabetical order, and tells you what pages they are covered on.
2. See PERIODICAL INDEXES.

Inverted headings: Subject headings or author headings that have the word usually spoken first printed last, preceded by a comma. For example, you may see "Law, Roman" for Roman law, or "Smith, John" for John Smith. Headings are alphabetized by whatever is printed first.

Journals: 1. PERIODICALS that are particularly scholarly or technical.
2. PERIODICALS that have numbered issues or consecutively numbered pages throughout the (annual) volume. This distinction sometimes affects footnote and bibliographic form.

Locate (Locate procedure): A procedure in which Circulation staff members search the library for an item which has been reported missing. You can have the Circulation staff locate a missing item for you if you fill out a form at the Circulation Desk.

Location symbol: A symbol printed above the call number on a card catalog card or in the Periodicals List. The location symbol tells you that the item you want is in a SPECIAL LOCATION or a branch library. For more information, see pages 27-29.

Manuscripts: Handwritten or typed documents, including letters, drafts of literary works, and other important unpublished documents. Manuscript collections usually consist of the papers of a famous or important person, including letters, drafts of writings and speeches, etc.

Microfiche: Small transparent plastic sheets with printed material (pages from books, magazines, etc.) copied too small to be read with the naked eye. You need a machine (a READER) to read microfiche.

Microfilm: A roll of transparent plastic film with printed material (pages from magazines, newspapers, etc.) copied too small to be read with the naked eye. You need a machine (a READER) to read microfilm.

Microforms: MICROFILM, MICROFICHE, microcards, and microprint. Microcards and microprint differ from film and fiche in that they are printed on opaque cardboard rather than transparent plastic. They are basically obsolete, but there are a few of them left in Mullins Library.

Oversize: Materials too large to put on the regular shelves. In the STACKS, there is an oversize area at the back of each BAY, where oversize books and other materials for that bay are shelved. There is also an oversize area in the reference collection.

Periodical indexes: Books that list the articles in a group of magazines and journals by subject. Some of them also list the articles under author, title, and other headings. Each ARTICLE LISTING gives you BIBLIOGRAPHIC INFORMATION and possibly other information about the article. For more information, see pages 43-48.

Periodicals: Library materials that are published on a regular basis throughout the year--daily, weekly, monthly, bi-monthly, quarterly, etc.--always with the same title. Magazines, journals, and newspapers are periodicals.

Range finders: Cards that are mounted on the ends of shelf rows in the STACKS to help you find the shelf that contains a particular call number. For more information, see page 32.

Readers (Microform readers): Machines that magnify the images on MICROFORMS so that you can read them. Usually, a reader can read only one kind of microform, but some have been designed to read both MICROFILM and MICROFICHE. Some printers can also make photocopies of the microform images, enlarged to normal size.

Recall/Hold: A procedure in which the Circulation staff sends a note asking the person who has checked out a book to return it so that someone else can use it. You can have the Circulation staff recall and hold a book for you if you fill out a form at the Circulation Desk.

Reserve: 1. As in "on reserve," refers to books and other materials that have been set aside by faculty members or librarians for the use of certain students. Some materials on reserve can be checked out only for a day or two, and others can't be checked out at all. These materials are kept behind the Reserve Desk (see pages 8-9).
2. The area in which materials "on reserve" are kept; current newspapers and some magazines and journals are also kept here (see page 9).

Shelf list: A card catalog that is arranged by call number rather than by author, title, and subject. A shelf list can be useful if you have a call number and you want to find out more about the item. Sometimes information is put on the cards in the shelf list that is not put on the card catalog cards; for example, if a book is lost, that fact is recorded on the shelf list card.

Special location: A department or collection in Mullins Library where a book or other library item could be regularly shelved instead of being shelved in the STACKS. The reference collection, Audio Visual Department, and the Reserve area are three special locations in Mullins Library.

Stacks (or Stack areas): The large areas on Levels One, Three, and Four where most of the books and other materials in Mullins Library are shelved by Library of Congress call number. For more information, see pages 10, 12, 13, and 32-33.

Subheading: A secondary subject heading which may appear under a main subject heading in the card catalog or in a PERIODICAL INDEX. For example, the subject heading "WILDLIFE MANAGEMENT--UNITED STATES" includes the subheading "United States."

Subtitle: A secondary title which may appear as part of a book title or, rarely, as part of a periodical article title. Subtitles usually appear in smaller or italic print on the title page of the book or article. They are usually set off with colons on card catalog cards or in ARTICLE LISTINGS. For example, in 2001: A Space Odyssey, the subtitle is "A Space Odyssey."

Superintendent of Documents (SuDocs) number: A classification number that is assigned to U.S. government documents by the Superintendent of Documents. These numbers are used as call numbers for government documents in many libraries. In Mullins Library, they are used as call numbers in the U.S. government documents collection. For more information, see page 31.

Temporary shelving: The shelf in the front or west end of each BAY in the STACKS which is used to shelve books before they can be put back on their regular shelves.

VendaCard: A sort of credit card which allows you to make copies in most of the copy machines in Mullins Library. The VendaCard machine is near the card catalog on Level Two. A card costs a dollar, but you only get fifty cents worth of copies on the card. If you put another dollar on the same card, you will get a full dollar's worth of copies. The instructions for buying cards and adding money to them are on the VendaCard machine.

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LIBRARY REGULATIONS

FOOD AND BEVERAGES

Food, including candy, and beverages are prohibited throughout the library.

LEAVING THE LIBRARY

All bags, purses, briefcases, bookpacks, etc. must be opened for inspection by the guard at the exit.

LIBRARY CLOSING TIME

Forty minutes before the library closes, a public address announcement is made that the library will be closing. Public service desks close fifteen minutes before the library closes; therefore, materials must be checked out prior to that time.

NOISE

The entire library is considered a quiet area except for Level Two Center. Talking and other disturbances are not permitted, and disrupters will be asked to leave. Group gatherings are allowed only on Level Two Center and in the group study rooms.

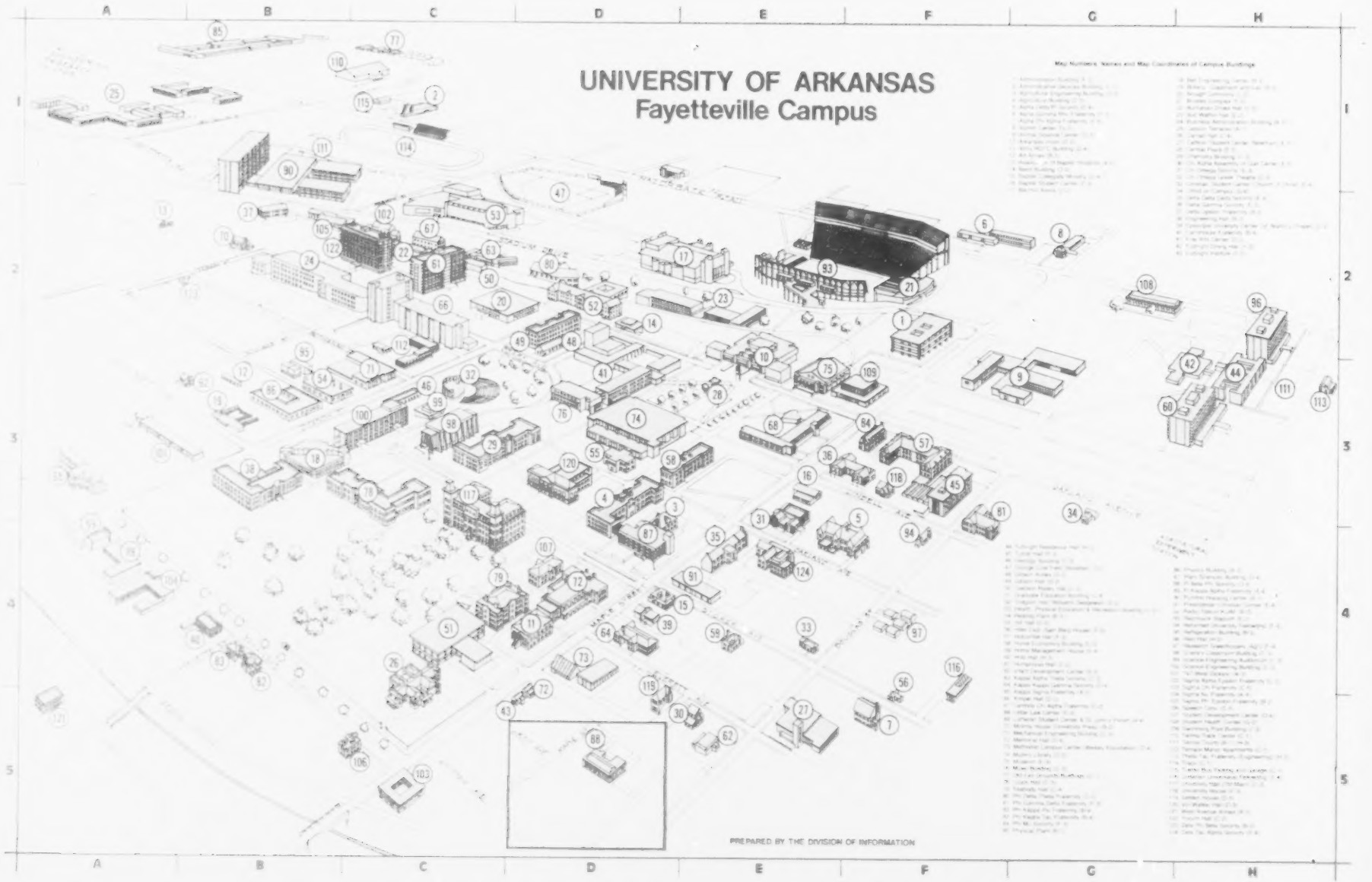
RESHELVING LIBRARY MATERIALS

Library users are asked not to reshelve materials. Library materials taken off the shelves should be left in designated reshelving areas.

TOBACCO PRODUCTS

Use of tobacco products is permitted only in Room 402A and at the library entrance.

BEST COPY AVAILABLE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